



## **AMENDED** AGENDA FOR THE REGULAR MEETING OF THE FINANCE / PERSONNEL COMMITTEE

**Date and Time:**

Tuesday, February 26, 2019 **6:00 P.M.**

**Location:**

City Hall, Committee Room #205, 101 South Blvd. Baraboo

**Members Noticed:**

Joel Petty, Scott Sloan, Dennis Thurow

**Others Noticed:**

Department Heads (*agenda only*), E. Geick, B. Zeman, C. Haggard, M. Palm,  
P. Wedekind, John Alt, Post at Library, & Media, Fire Chief Kevin Stieve

**MEMBERS** not  
attending must notify  
the Chairperson at least  
24 hours before the  
meeting.

1. **Call Meeting to Order**

- a. Roll Call of Membership
- b. Note compliance with Open Meeting Law.
- c. Approve January 22, 2019 minutes.  
(February 12, 2019 meeting was cancelled due to weather conditions)
- d. Approve agenda.

2. **Action Items**

- a. **Accounts Payable** –Review and recommendation to Common Council on paying **\$323,041.82 \***  
**Accounts Payable from February 12, 2019 \$5,068,784.06 \***
- b. Review and recommendation to Common Council to approve proposal from MSA Professional Services, Inc. for asbestos inspection, sampling and lead paint sampling at 314 Depot Street at an estimated cost of \$1,125. \*
- c. Review and recommendation to Common Council to approve a Four-Way Stop warrant analysis by MSA Professional Services, Inc. for a lump sum fee of \$1,870. \*
- d. Review and recommendation to Common Council to approve purchase of a walk-in freezer for Ochsner Park Zoo using \$4,500 of budgeted expenditures, \$2,500 of funds unused from a tommy lift purchase and \$4,500 of funds unused from maintenance garage overhead door for a total of \$11,500. \*
- e. Review and recommendation to Common Council to approve purchase of new truck for Parks & Recreation Department using \$28,000 of budgeted expenditures and \$2,572.50 of funds remaining from the skid steer purchase.\*
- f. Review and recommendation to Common Council to approve conceptual design of the Maxwell-Potter Conservancy accessible kayak launch contingent on DNR approval. \*

3. **Information Items**

- City Attorney's report on insurance claims;
- CVMIC - 2018 Summary Report
- **Review possible changes to the City of Baraboo Purchasing Policy**

4. **Adjournment**

Joel Petty, Chairperson

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\* Item on next regularly scheduled Common Council Meeting Agenda

**AMENDED** Agenda prepared by D. Munz & posted on 02/22/2019

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 101 South Blvd., or phone 355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH

**Members Present:** Petty, Thurow, Sloan

**Absent:** none

**Others Present:** Mayor Palm, E. Geick, E. Truman, T. Pinion, Chief Schauf, B. Zeman, M. Hardy, C. Haggard, P. Cannon (by phone)

**Call to Order** –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Thurow, seconded by Sloan to approve the minutes of January 8, 2019. Ald. Petty asked that the agenda be amended to move the Community Development Block Grant item to “a”. Moved by Sloan, seconded by Thurow to adopt the agenda as amended and carried unanimously. Motion carried unanimously.

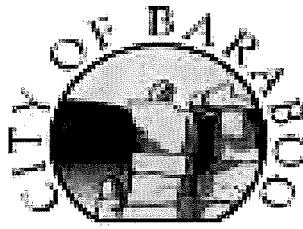
### **Action Items**

- a) **Community Development Block Grant (CDBG) funding, the CLOSE program and future grant funding under the CDBG program** – P. Canon noted that the Close Program has been approved. This program will allow the City to pay the State for the CDBG loan receivables and then apply for a grant to get this money back. The Lake Street project will qualify for this grant. The money for the Lake Street project is currently sitting as cash and can be used to pay off the loans. Moved by Sloan, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
- b) **Accounts Payable** – Moved by Sloan seconded by Thurow to recommend to Council approval of the accounts payable for **\$980,693.28**. Motion carried unanimously.
- c) **Contract with MSA Professional Services to provide a Swimming Pool Needs Assessment Study, \$17,900** – M. Hardy explained that the budget includes \$20,000 for this Pool Assessment. In addition to the facilities study, it also includes a programming study. They will advise us on what the community is looking for as far as programs offered within the pool. Moved by Sloan, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
- d) **Agreement with Mueller Communications, LLC** – Adm. Geick explained that during the crisis with the School District and the picture, Adm. Geick along with the Mayor felt that the City needed outside help to deal with some of the issues and to assist in putting together some of the wording on press releases and other things. This is an unbudgeted expense with an estimated total cost of \$2,200. At this time, Adm. Geick is not expecting any additional expenses. Moved by Sloan, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.

### **Informational Items**

- a) City Attorney’s report on insurance claims – None.

**Adjournment** – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:33pm.  
Brenda Zeman, City Clerk



**City of Baraboo, Wisconsin**

*Finance Department*

*101 South Boulevard*

*Baraboo, WI 53913*

February 26, 2019

The Council lists attached are check registers described in summary below:

Category	Total	Accounts Payable Run Date
General	\$ 250,606.27	February 22, 2019
Utility	\$ 63,698.86	February 13, 2019
ACH	\$ -	
Payroll Remittance Checks	\$ -	
Department Purchasing Cards	\$ 8,736.69	February 11, 2019
<b>Total expenditures</b>	<b>\$ 323,041.82</b>	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>187001</b>							
02/20/2019	187001	SECURIAN FINANCIAL G	002832L-03/	02/13/2019	LIFE INSURANCE - MAR 2019	100-00-21533-000	1,775.77
Total 187001:							1,775.77
<b>187002</b>							
02/22/2019	187002	ACTION ELECTRIC OF S	3571	01/14/2019	LIBEAST- EXIT SIGN REPAIR 12/	851-51-55110-260-000	189.03
Total 187002:							189.03
<b>187003</b>							
02/22/2019	187003	ALLIANT ENERGY	002634-0201	02/01/2019	AIR-JAN 2019-AREA LIGHTING	630-35-53510-222-000	14.29
02/22/2019	187003	ALLIANT ENERGY	003123-2111	02/11/2019	PK-8TH AVE SHELTER	100-52-55200-222-000	18.89
02/22/2019	187003	ALLIANT ENERGY	029413-2111	02/11/2019	PK-M-P CONSERVANCY ELECT	100-52-55200-222-000	21.26
02/22/2019	187003	ALLIANT ENERGY	036982-2121	02/12/2019	PK-STATZ PARK ELECTRIC	100-52-55200-222-000	18.42
02/22/2019	187003	ALLIANT ENERGY	041272-2111	02/11/2019	CC-ELECTRIC	100-52-55130-222-000	1,549.93
02/22/2019	187003	ALLIANT ENERGY	041272-2111	02/11/2019	CC-GAS	100-52-55130-223-000	2,817.55
02/22/2019	187003	ALLIANT ENERGY	056281-0211	02/11/2019	FD - ELECTRICITY 11TH ST SIRE	100-21-52500-222-000	1.16
02/22/2019	187003	ALLIANT ENERGY	091971-2111	02/11/2019	PK-PIERCE PARK ELECTRIC	100-52-55200-222-000	66.61
02/22/2019	187003	ALLIANT ENERGY	181253-2111	02/11/2019	PK-STEINHORST PARK ELECTR	100-52-55200-222-000	29.74
02/22/2019	187003	ALLIANT ENERGY	194213-2111	02/11/2019	PK-TENNIS ELECTRIC	100-52-55200-222-000	26.88
02/22/2019	187003	ALLIANT ENERGY	266634-2111	02/11/2019	POOL-ELECTRIC	100-53-55420-222-000	110.53
02/22/2019	187003	ALLIANT ENERGY	266634-2111	02/11/2019	POOL-HEAT	100-53-55420-223-000	54.82
02/22/2019	187003	ALLIANT ENERGY	26926188-02	02/13/2019	CITY-JAN 2019 MUNICIPAL ELE	100-11-51640-222-000	2,454.49
02/22/2019	187003	ALLIANT ENERGY	26926188-02	02/13/2019	CITY-JAN 2019 MUNICIPAL GAS	100-11-51640-223-000	3,482.36
02/22/2019	187003	ALLIANT ENERGY	294993-0211	02/11/2019	FD - GAS 135 4TH STREET	100-21-51610-223-000	1,536.38
02/22/2019	187003	ALLIANT ENERGY	294993-0211	02/11/2019	FD - ELECTRIC 135 4TH STREE	100-21-51610-222-000	1,319.86
02/22/2019	187003	ALLIANT ENERGY	313575-0211	02/11/2019	FD - HEAT ALMA WAITE	100-21-51620-223-000	303.17
02/22/2019	187003	ALLIANT ENERGY	327563-2111	02/11/2019	PK-LANGER SHELTER ELECTRI	100-52-55200-222-000	72.17
02/22/2019	187003	ALLIANT ENERGY	327563-2111	02/11/2019	PK-LANGER SHELTER HEAT	100-52-55200-223-000	148.48
02/22/2019	187003	ALLIANT ENERGY	476573-0211	02/11/2019	FD - ELECTRIC - 131 4TH STRE	100-21-51610-222-000	310.75
02/22/2019	187003	ALLIANT ENERGY	514075-0211	02/11/2019	FD - ELECTRIC ALMA WAITE	100-21-51620-222-000	275.23
02/22/2019	187003	ALLIANT ENERGY	576613-2111	02/11/2019	PK-MRE FIELD	100-52-55200-222-000	21.36
02/22/2019	187003	ALLIANT ENERGY	622926-2111	02/11/2019	PK-LANGER PARK ELECTRIC	100-52-55200-222-000	32.53
02/22/2019	187003	ALLIANT ENERGY	671025-0211	02/11/2019	PW-CTY SRV CTR-ELECTRIC F	100-31-53270-222-000	2,288.92
02/22/2019	187003	ALLIANT ENERGY	671025-0211	02/11/2019	PW-CTY SRV CTR-GAS FEBRU	100-31-53270-223-000	5,095.04
02/22/2019	187003	ALLIANT ENERGY	678504-2111	02/11/2019	PK-MRE PARK ELECTRIC	100-52-55200-222-000	27.88
02/22/2019	187003	ALLIANT ENERGY	737263-2111	02/11/2019	PK-WEBER ELECTRIC	100-52-55200-222-000	18.42
02/22/2019	187003	ALLIANT ENERGY	761834-1-29-	01/29/2019	LIBEAST- ELECTRIC	851-51-55110-222-000	253.92
02/22/2019	187003	ALLIANT ENERGY	761834-1-29-	01/29/2019	LIBEAST- GAS	851-51-55110-223-000	59.03
02/22/2019	187003	ALLIANT ENERGY	785885-2111	02/11/2019	PK-DEPPE PARK ELECTRIC	100-52-55200-222-000	45.59
02/22/2019	187003	ALLIANT ENERGY	837782-2121	02/12/2019	ZOO-HEAT	100-52-55410-223-000	531.94
02/22/2019	187003	ALLIANT ENERGY	837782-2121	02/12/2019	ZOO-ELECTRIC	100-52-55410-222-000	1,314.11
02/22/2019	187003	ALLIANT ENERGY	861880-0204	02/04/2019	AIR-JAN 2019 RUNWAY LIGHTS	630-35-53510-222-000	587.82
02/22/2019	187003	ALLIANT ENERGY	879382-2111	02/11/2019	PK-RIDGE ST ELECTRIC	100-52-55200-222-000	23.18
02/22/2019	187003	ALLIANT ENERGY	912024-2111	02/11/2019	PK-PIERCE FIELD ELECTRIC	100-52-55200-222-000	18.42
Total 187003:							24,951.13
<b>187004</b>							
02/22/2019	187004	BARABOO DISTRICT AM	10015	02/12/2019	FD - USED IPADS	100-21-52200-392-000	105.00
Total 187004:							105.00
<b>187005</b>							
02/22/2019	187005	BARABOO POWER EQUI	57632	01/30/2019	PK- FUEL MIX	100-52-55200-348-000	45.00

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
02/22/2019	187005	BARABOO POWER EQUI	57632	01/30/2019	PK-HOSE	100-52-55200-250-000	2.70
Total 187005:							47.70
<b>187006</b>							
02/22/2019	187006	BARABOO STATE BANK	84948014-03	02/21/2019	CITY - UPL PAYMENT PRINCIPA	740-00-21400-000	23,567.75
02/22/2019	187006	BARABOO STATE BANK	84948014-03	02/21/2019	CITY - UPL PAYMENT INTEREST	740-10-58220-620-000	5,174.47
02/22/2019	187006	BARABOO STATE BANK	84948014-03	02/21/2019	CITY - UPL UTILITY PAYOFF PRI	740-00-29110-000	44,322.55
02/22/2019	187006	BARABOO STATE BANK	84948014-03	02/21/2019	CITY - UPL TOTAL PRINCIPAL	740-10-58120-610-000	23,567.75
02/22/2019	187006	BARABOO STATE BANK	84948014-03	02/21/2019	CITY - UPL TOTAL PRINCIPAL C	740-10-58120-610-900	23,567.75-
Total 187006:							73,064.77
<b>187007</b>							
02/22/2019	187007	BARABOO-DELLS FLIGH	02152019	02/15/2019	Maintenance Contract	630-35-53510-200-000	3,470.41
02/22/2019	187007	BARABOO-DELLS FLIGH	02152019	02/15/2019	Reduction for Rent	630-35-48210-000	657.34-
Total 187007:							2,813.07
<b>187008</b>							
02/22/2019	187008	BATTERY PRODUCTS IN	58313	02/15/2019	FD - BATTERIES FOR SCBA	100-21-52200-340-000	75.98
Total 187008:							75.98
<b>187009</b>							
02/22/2019	187009	Bird City Wisconsin	02112019	02/11/2019	PK-BIRD CITY MEMBERSHIP	100-52-55200-320-000	125.00
Total 187009:							125.00
<b>187010</b>							
02/22/2019	187010	BJ CLEANING INC	8011	01/31/2019	LIBEAST-JAN CLEANING	851-51-55110-260-000	65.00
Total 187010:							65.00
<b>187011</b>							
02/22/2019	187011	BLAINS FARM & FLEET- A	0670-020519	02/05/2019	AIR-TRANS HYD FLUID	630-35-53510-250-000	50.97
Total 187011:							50.97
<b>187012</b>							
02/22/2019	187012	CARL F STATZ & SONS IN	C28595	02/08/2019	AIR-TRACTOR HYDRAULIC HO	630-35-53510-250-000	3,995.76
Total 187012:							3,995.76
<b>187013</b>							
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	ENG-JAN 2019 LONG DISTANCE	100-30-53100-220-000	5.00
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	BLDG INS-JAN PHONE 2019	100-22-52400-220-000	2.86
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	PW-JAN PHONE 2019	100-31-53230-220-000	5.00
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	FD- JAN LONG DISTANCE	100-21-52200-220-000	9.29
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	AIR-JAN PHONE 2019	630-35-53510-220-000	.07
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	PS/CH BLDG-JAN PHONE 2019	100-11-51640-220-000	1.49
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	MAYOR-JAN PHONE 2019	100-10-51410-220-000	1.43
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	FIN-JAN PHONE 2019	100-11-51500-220-000	13.57
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	ASSESS-JAN PHONE 2019	100-11-51530-220-000	2.14
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	TRE-JAN PHONE 2019	100-11-51520-220-000	7.86
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	ATTY-JAN PHONE 2019	100-13-51300-220-000	3.57

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	ADMIN-JAN PHONE 2019	100-14-51400-220-000	5.00
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	UW-JAN PHONE 2019	800-80-55600-220-000	.14
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	PD-JAN PHONE 2019	100-20-52110-220-000	14.29
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	CC-JAN PHONE 2019	100-52-55130-220-000	1.86
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	PK-JAN PHONE 2019	100-52-55200-220-000	2.00
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	ZOO-JAN PHONE 2019	100-52-55410-220-000	.38
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	REC-JAN PHONE 2019	100-53-55300-220-000	1.86
02/22/2019	187013	CENTURYLINK	1461076220	01/31/2019	POOL-JAN PHONE 2019	100-53-55420-220-000	.38
Total 187013:							78.19
<b>187014</b>							
02/22/2019	187014	CINTAS CORPORATION #	4013736900	12/18/2018	FD - RUG BILL	100-21-51610-260-000	45.30
02/22/2019	187014	CINTAS CORPORATION #	4014464289	01/03/2019	FD-MATS	100-21-51610-260-000	45.30
02/22/2019	187014	CINTAS CORPORATION #	4015103002	01/16/2019	FD-MATS	100-21-51610-260-000	45.30
02/22/2019	187014	CINTAS CORPORATION #	4016252735	02/05/2019	CITY-MATS	100-11-51640-260-000	37.18
02/22/2019	187014	CINTAS CORPORATION #	4016252806	02/05/2019	PW-TOWELS; MOP FRAME; UNI	100-31-53270-340-000	117.30
02/22/2019	187014	CINTAS CORPORATION #	4016557079	02/12/2019	PW-GRAY MATS; UNIFORMS	100-31-53270-340-000	47.25
02/22/2019	187014	CINTAS CORPORATION #	4016557109	02/13/2019	CITY-MATS	100-11-51640-260-000	37.18
Total 187014:							374.81
<b>187015</b>							
02/22/2019	187015	CLEARY BUILDING CORP	2018105638	02/18/2019	PW - 48' X 100' COLD STORAGE	100-31-51630-822-000	18,159.00
Total 187015:							18,159.00
<b>187016</b>							
02/22/2019	187016	COMPASS MINERALS AM	403048	02/09/2019	PW-SALT	100-31-53350-378-000	5,121.34
02/22/2019	187016	COMPASS MINERALS AM	404343	02/11/2019	PW-SALT/SAND	100-31-53350-378-000	2,450.23
02/22/2019	187016	COMPASS MINERALS AM	406748	02/13/2019	PW-SALT/SAND	100-31-53350-378-000	2,561.14
02/22/2019	187016	COMPASS MINERALS AM	407836	02/14/2019	PW-SALT/SAND	100-31-53350-378-000	2,353.30
02/22/2019	187016	COMPASS MINERALS AM	407852	02/14/2019	PW-SALT/SAND	100-31-53350-378-000	4,999.25
Total 187016:							17,485.26
<b>187017</b>							
02/22/2019	187017	COMPLETE OFFICE OF	38860	02/14/2019	CLK-ELECTIONS ENVELOPE GL	100-11-51440-340-000	8.55
02/22/2019	187017	COMPLETE OFFICE OF	38860	02/14/2019	CLK-COPY PAPER	100-11-51500-340-000	83.97
02/22/2019	187017	COMPLETE OFFICE OF	38860	02/14/2019	CLK-ELECTIONS LABELS	100-11-51440-340-000	32.79
02/22/2019	187017	COMPLETE OFFICE OF	38860	02/14/2019	CLK-ENVELOPE SEALER	100-11-51420-310-000	8.55
Total 187017:							133.86
<b>187018</b>							
02/22/2019	187018	COMPLIANCE SERVICES	31308a	01/17/2019	ENG-DRUG, ALCOHOL TEST; KL	100-14-51430-217-000	187.00
Total 187018:							187.00
<b>187019</b>							
02/22/2019	187019	DANA INVESTMENTS INC	66314	01/22/2019	TRE-1ST QTR INVESTMENT SE	100-00-11710-000	1,861.68
Total 187019:							1,861.68
<b>187020</b>							
02/22/2019	187020	DELLS-MAID CLEANING	1113	02/07/2019	FD - CLEANING SERVIES	100-21-51610-260-000	336.00

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
02/22/2019	187020	DELLS-MAID CLEANING	1122	02/19/2019	FD - CLEANING SERVICES	100-21-51610-260-000	87.50
Total 187020:							423.50
<b>187021</b>							
02/22/2019	187021	DINGES FIRE COMPANY	54009	02/13/2019	FD - GAS DETECTOR CALIBRAT	100-21-52200-250-000	595.23
Total 187021:							595.23
<b>187022</b>							
02/22/2019	187022	EHLERS & ASSOCIATES I	2549796-112	01/04/2019	ADMIN-GEICK FINANCE SEMIN	100-14-51400-320-000	235.00
02/22/2019	187022	EHLERS & ASSOCIATES I	2549796-112	01/04/2019	COUNCIL-ELLINGTON FINANCE	100-10-51100-320-000	235.00
Total 187022:							470.00
<b>187023</b>							
02/22/2019	187023	FASTENAL COMPANY	WIBAR18625	05/17/2016	PW-LIME ZIP VEST	100-31-53230-319-000	33.98-
02/22/2019	187023	FASTENAL COMPANY	WIBAR18625	05/17/2016	PW-TEB 3/8 X 4-1/4	100-31-53240-350-000	1.61-
02/22/2019	187023	FASTENAL COMPANY	WIBAR19911	12/29/2017	PW-STRING BEAD BRUSH; KNO	100-31-53240-350-000	41.02
02/22/2019	187023	FASTENAL COMPANY	WIBAR20824	02/07/2019	PW-PLOW BOLTS	100-31-53350-350-000	206.73
Total 187023:							212.16
<b>187024</b>							
02/22/2019	187024	FIRE & SAFETY II INC.	AM90104-4	01/07/2019	PW-ANNUAL EXT. INSPECTION	100-31-53270-260-000	354.50
02/22/2019	187024	FIRE & SAFETY II INC.	AM90208-3	02/11/2019	PW-INSPECTION OF I-3 EXTING	100-31-53270-260-000	27.50
02/22/2019	187024	FIRE & SAFETY II INC.	MB9021101-	02/11/2019	AIR-ANNUAL INSP EXTINGUISH	630-35-53510-250-000	60.00
Total 187024:							442.00
<b>187025</b>							
02/22/2019	187025	GEICK, EDWARD	JAN19	02/06/2019	ADMIN-JANUARY 2019 MILEAG	100-14-51400-330-000	30.33
Total 187025:							30.33
<b>187026</b>							
02/22/2019	187026	GRAYS INC	35185	02/01/2019	PW - PLOW CUTTING EDGES	100-31-53350-361-000	7,020.00
Total 187026:							7,020.00
<b>187027</b>							
02/22/2019	187027	HARTJE TIRE & SERVICE	40-61527	02/05/2019	PW-JOHN DEERE 644J TIRE RE	100-31-53240-341-000	324.50
Total 187027:							324.50
<b>187028</b>							
02/22/2019	187028	INTAB LLC	153439A	02/15/2019	CLK-ELECTION EVIDENCE LAB	100-11-51440-340-000	50.25
Total 187028:							50.25
<b>187029</b>							
02/22/2019	187029	INTNATL INST OF MUNIC	ZEMAN - 201	01/07/2019	CLK - ZEMAN MEMBERSHIP, 20	100-11-51420-320-000	170.00
Total 187029:							170.00

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>187030</b>							
02/22/2019	187030	ISTATE TRUCK CENTER	2574078 RI	02/01/2019	PW-#82 SWITCH-BLOWER, HVA	100-31-53240-350-000	11.69
02/22/2019	187030	ISTATE TRUCK CENTER	2574460 RI	02/04/2019	FD - T-8 PUMP TRANSFER PAR	100-21-52200-240-000	86.73
02/22/2019	187030	ISTATE TRUCK CENTER	2574671 RI	02/05/2019	PW-#11 THERMOSTAT	100-31-53240-350-000	54.60
02/22/2019	187030	ISTATE TRUCK CENTER	2574960 RI	02/06/2019	PW-#19 VALVE - RELAY RG2	100-31-53240-350-000	57.80
02/22/2019	187030	ISTATE TRUCK CENTER	2575859 RI	02/08/2019	PW-#19 VALVE, MOD SPRING B	100-31-53240-350-000	297.29
Total 187030:							508.11
<b>187031</b>							
02/22/2019	187031	JEFFERSON FIRE & SAF	IN102660	01/31/2019	FD-STRUCTURE FIRE HELMET	100-21-52200-346-400	1,140.00
02/22/2019	187031	JEFFERSON FIRE & SAF	IN102661	01/31/2019	FD - NOZZLE MID-FORCE	100-21-52200-392-000	780.00
02/22/2019	187031	JEFFERSON FIRE & SAF	IN102671	01/31/2019	FD - STRAP (REPLACEMENT) F	100-21-52200-350-000	64.00
Total 187031:							1,984.00
<b>187032</b>							
02/22/2019	187032	JFTCO INC	C 175947	01/30/2019	PW-LOADER REPAIRS	100-31-53240-350-000	187.23
02/22/2019	187032	JFTCO INC	C 176333	01/30/2019	PW-LOADER REPAIRS STRAP	100-31-53240-350-000	4.60
02/22/2019	187032	JFTCO INC	C 176600	01/30/2019	PW-LOADER REPAIR COUPLIN	100-31-53240-350-000	29.54
02/22/2019	187032	JFTCO INC	C 177911	01/31/2019	PW-LOADER REPAIRS	100-31-53240-350-000	103.95
02/22/2019	187032	JFTCO INC	C 177925	01/31/2019	PW-LOADER REPAIRS	100-31-53240-350-000	24.35-
Total 187032:							300.97
<b>187033</b>							
02/22/2019	187033	KLEENMARK	179127	02/12/2019	CITY-CLEANING SUPPLIES	100-11-51640-340-000	460.07
Total 187033:							460.07
<b>187034</b>							
02/22/2019	187034	LAKESIDE INTERNATION	8171447P	02/07/2019	PW-#12 FLOOR MATS	100-31-53240-350-000	124.06
Total 187034:							124.06
<b>187035</b>							
02/22/2019	187035	LEATHERBERRY FARMS	7255	02/06/2019	PW-ROAD SAND 34@\$77	100-31-53350-375-000	2,618.00
Total 187035:							2,618.00
<b>187036</b>							
02/22/2019	187036	LEGACY HOUSING LLC	ESCROW20	02/19/2019	ENG-RELEASE ESCROW LEGA	100-00-23160-000	5,000.00
Total 187036:							5,000.00
<b>187037</b>							
02/22/2019	187037	MADISON SPRING CO IN	116966	01/29/2019	PW - #8 REAR SPRINGS	100-31-53240-350-000	1,032.58
02/22/2019	187037	MADISON SPRING CO IN	25049	01/29/2019	PW - #18 REAR SUSPENSION	100-31-53240-240-000	1,012.65
Total 187037:							2,045.23
<b>187038</b>							
02/22/2019	187038	MCFARLANES INC	IV20597	02/11/2019	PW-#12 CAMERA SYSTEM	100-31-53240-350-000	465.12
Total 187038:							465.12

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
187039							
02/22/2019	187039	Miller-Bradford & Risberg, I	W00977	01/30/2019	ENG-LASER REPAIR	100-30-53100-250-000	271.78
Total 187039:							271.78
187040							
02/22/2019	187040	MONROE TRUCK EQUIP	5396139	02/05/2019	PW - CUTTING EDGES	100-31-53350-361-000	1,805.62
Total 187040:							1,805.62
187041							
02/22/2019	187041	MORDINI, PIERRE	FEB19 EAST	02/01/2019	LIBEAST- SNOW REMOVAL FEB	851-51-55110-260-000	360.00
Total 187041:							360.00
187042							
02/22/2019	187042	MOTOROLA SOLUTIONS,	16034207	01/24/2019	PD- SQUAD RADIO	100-20-52110-814-000	3,463.22
Total 187042:							3,463.22
187043							
02/22/2019	187043	MSA PROFESSIONAL SE	186030-3	02/05/2019	LIB- ARCHITECTURAL SERVICE	851-51-55110-215-000	10,500.00
02/22/2019	187043	MSA PROFESSIONAL SE	351170-1	03/13/2019	ENG-JANUARY 2019 BLDG. INS	100-22-52400-215-000	2,257.66
Total 187043:							12,757.66
187044							
02/22/2019	187044	MTAW - MUNICIPAL TREA	304	01/01/2019	TRE-2019 DUES	100-11-51520-320-000	55.00
Total 187044:							55.00
187045							
02/22/2019	187045	NAPA AUTO PARTS	330948	10/08/2018	PK-REPAIR PARTS	100-52-55200-250-000	8.09
02/22/2019	187045	NAPA AUTO PARTS	333819	11/07/2018	PK-TRUCK OIL & FILTER	100-52-55200-240-000	77.75
02/22/2019	187045	NAPA AUTO PARTS	340092	01/26/2019	FD - DIESEL FUEL CONDITONE	100-21-52200-240-000	145.32
02/22/2019	187045	NAPA AUTO PARTS	340092	01/26/2019	FD-CREDIT	100-21-52200-240-000	92.82
02/22/2019	187045	NAPA AUTO PARTS	341082	02/06/2019	PW-CAPSULE; BOXED CAPSUL	100-31-53240-350-000	42.72
02/22/2019	187045	NAPA AUTO PARTS	341095	02/06/2019	PW-FLEXZILLA AIR HOSE	100-31-53240-350-000	25.90
02/22/2019	187045	NAPA AUTO PARTS	341251	02/08/2019	PW-COUPLER; ZILLAWHIP HOS	100-31-53240-340-000	19.99
02/22/2019	187045	NAPA AUTO PARTS	341251	02/08/2019	PW-COUPLER; ZILLAWHIP HOS	100-31-53240-350-000	15.75
02/22/2019	187045	NAPA AUTO PARTS	341586	02/13/2019	PW-#8 HALOGEN SEALED BEA	100-31-53240-350-000	9.67
02/22/2019	187045	NAPA AUTO PARTS	341599	02/13/2019	PW-#83 2.5 DEF	100-31-53620-350-000	17.98
02/22/2019	187045	NAPA AUTO PARTS	341693	02/14/2019	PW-AIR FILTER; FUEL FILTERS	100-31-53240-350-000	35.19
02/22/2019	187045	NAPA AUTO PARTS	341924	02/18/2019	PW-1996 FORD TENSION ASSB	100-31-53240-350-000	185.81
02/22/2019	187045	NAPA AUTO PARTS	342044	02/19/2019	PW-MINIATURE BULB (TRI-AXL	100-31-53240-350-000	7.74
Total 187045:							499.09
187046							
02/22/2019	187046	OFFICE DEPOT INC	2683649010	02/01/2019	ADMIN-ENVELOPES; FOLDERS	100-14-51400-310-000	23.16
02/22/2019	187046	OFFICE DEPOT INC	2683649010	02/01/2019	ENG-POST-ITS; ENVELOPES;F	100-30-53100-310-000	38.15
Total 187046:							61.31
187047							
02/22/2019	187047	PETERSON AUTO PARTS	5586-220188	02/04/2019	PW-#12 TUF COTE 3.5 HG-D BLK	100-31-53240-350-000	156.98

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 187047:							156.98
<b>187048</b>							
02/22/2019	187048	PIERCES EXPRESS MAR	08060-13119	01/31/2019	ZOO-DETERGENT	100-52-55410-340-000	12.79
02/22/2019	187048	PIERCES EXPRESS MAR	08060-13119	01/31/2019	ZOO-ANIMAL FOOD	100-52-55410-342-000	53.88
Total 187048:							66.67
<b>187049</b>							
02/22/2019	187049	PINION, TOM	2018	01/24/2019	ENG-MILEAGE-2018 MULTIPLE	100-31-53230-330-000	512.30
02/22/2019	187049	PINION, TOM	2018	01/24/2019	ENG-MILEAGE-2018 MULTIPLE	100-30-53100-330-000	274.68
Total 187049:							786.98
<b>187050</b>							
02/22/2019	187050	QUALITY TRUCK CARE C	F2-73869	02/07/2019	PW-#83 PAC, HEAD	100-31-53620-350-000	29.01
Total 187050:							29.01
<b>187051</b>							
02/22/2019	187051	QUILL CORPORATION	4867090	02/06/2019	CC-CORD COVERS	100-52-55130-340-000	38.82
02/22/2019	187051	QUILL CORPORATION	4867091	02/06/2019	CC-PUSH PINS	100-52-55130-310-000	9.05
02/22/2019	187051	QUILL CORPORATION	4883053	02/06/2019	ZOO-FIRST AID SUPPLIES	100-52-55410-340-000	63.58
02/22/2019	187051	QUILL CORPORATION	4942576	02/08/2019	PK-FIRST AID KIT REFILLS	100-52-55200-340-000	80.97
Total 187051:							192.42
<b>187052</b>							
02/22/2019	187052	RHYME BUSINESS PROD	AR278224	01/30/2019	CC-CREDIT OLD COPIER MAIN	100-52-55130-250-000	64.92
02/22/2019	187052	RHYME BUSINESS PROD	AR278371	01/30/2019	CC-NEW COPIER 1 MOS MAINT	100-52-55130-250-000	64.40
02/22/2019	187052	RHYME BUSINESS PROD	AR280778	02/08/2019	CC-COPIER MAINTENANCE	100-52-55130-250-000	64.40
Total 187052:							63.88
<b>187053</b>							
02/22/2019	187053	RICOH USA INC	5055918796	02/13/2019	CLK-JAN-FEB 2019 COPIES	100-11-51500-250-000	909.27
Total 187053:							909.27
<b>187054</b>							
02/22/2019	187054	S&S WORLDWIDE	IN100019995	01/29/2019	REC-SOCCER GOALS	100-53-55300-340-080	267.72
Total 187054:							267.72
<b>187055</b>							
02/22/2019	187055	SAUK COUNTY CHIEFS A	2019	02/07/2019	PD- ANNUAL DUES 2019	100-20-52110-320-000	100.00
Total 187055:							100.00
<b>187056</b>							
02/22/2019	187056	SAUK COUNTY DEVELOP	02142019-02	02/14/2019	ADMIN - 2019 SUPPORT	100-10-56720-720-000	10,000.00
Total 187056:							10,000.00

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>187057</b>							
02/22/2019	187057	SAUK COUNTY MIS	2018-4	02/08/2019	IT-4TH QTR SERVICES	100-10-51450-250-000	2,316.51
02/22/2019	187057	SAUK COUNTY MIS	2018-4	02/08/2019	IT-4TH QTR SERVICES-ITI	100-20-52110-250-000	47.64
02/22/2019	187057	SAUK COUNTY MIS	2018-4	02/08/2019	IT-4TH QTR -NEW SERVER	100-10-51450-814-000	649.68
Total 187057:							3,013.83
<b>187058</b>							
02/22/2019	187058	SAUK COUNTY TREASU	02192019	02/19/2019	TRE-DOG LICENSE THRU 1/31/1	100-11-44220-000	2,128.00
Total 187058:							2,128.00
<b>187059</b>							
02/22/2019	187059	SHERWIN INDUSTRIES I	SS078360	02/12/2019	PW-MANHOLE PROTECTION RI	950-36-83100-340-000	479.96
Total 187059:							479.96
<b>187060</b>							
02/22/2019	187060	SSM HEALTHCARE OF W	12182460114	02/19/2019	PD-HEARING TESTS	100-14-51430-216-000	60.00
02/22/2019	187060	SSM HEALTHCARE OF W	12182460114	02/03/2019	PW-PATE-HEARING TEST	100-14-51430-216-000	20.00
02/22/2019	187060	SSM HEALTHCARE OF W	12190010114	02/03/2019	PD- RINGELSTETTER FITNESS	100-20-52110-215-000	105.00
Total 187060:							185.00
<b>187061</b>							
02/22/2019	187061	TERRYTOWN PLUMBING	146518	02/07/2019	PK-IGNITION CABLE	100-52-55200-350-000	50.76
02/22/2019	187061	TERRYTOWN PLUMBING	146533	02/07/2019	PK-PIERCE PAVILION URINAL R	100-52-55200-260-000	140.55
Total 187061:							191.31
<b>187062</b>							
02/22/2019	187062	THE SHOE BOX	72746	02/11/2019	PD- RINGELSTETTER SHOES	100-20-52110-346-000	82.80
Total 187062:							82.80
<b>187063</b>							
02/22/2019	187063	TOP HAT CHIMNEY SPEC	24945	01/31/2019	LIBEAST- FURNACE SERVICE	851-51-55110-260-000	194.74
Total 187063:							194.74
<b>187064</b>							
02/22/2019	187064	UNIVERSAL TRUCK EQUI	48709	02/06/2019	PW-#16 POPPET SOLENOID	100-31-53240-350-000	63.28
Total 187064:							63.28
<b>187065</b>							
02/22/2019	187065	US CELLULAR	0293495670	02/08/2019	MAYOR-JAN 2019 CELL PHONE	100-10-51410-220-000	42.50
02/22/2019	187065	US CELLULAR	0293495670	02/08/2019	ADMIN-JAN 2019 CELL PHONE	100-14-51400-220-000	38.50
02/22/2019	187065	US CELLULAR	0293495670	02/08/2019	CLK-JAN 2019 CELL PHONE	100-11-51640-220-000	10.58
02/22/2019	187065	US CELLULAR	0293495670	02/08/2019	WA-WADE-JAN 2019 CELL PHO	100-00-15640-000	39.00
02/22/2019	187065	US CELLULAR	0293495670	02/08/2019	CDA-JAN 2019 CELL PHONE	100-00-15980-000	38.50
02/22/2019	187065	US CELLULAR	0293495670	02/08/2019	FD-JAN 2019 CELL PHONE	100-21-52200-220-000	136.45
02/22/2019	187065	US CELLULAR	0293495670	02/08/2019	ENG-JAN 2019 CELL PHONE	100-30-53100-220-000	38.50
02/22/2019	187065	US CELLULAR	0293495670	02/08/2019	PD-JAN 2019 CELL PHONE	100-20-52110-220-000	235.09
02/22/2019	187065	US CELLULAR	0293495670	02/08/2019	CC-JAN 2019 CELL PHONE	100-52-55130-220-000	5.86
02/22/2019	187065	US CELLULAR	0293495670	02/08/2019	ZOO-JAN 2019 CELL PHONE	100-52-55410-220-000	.50

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 187065:							585.48
<b>187066</b>							
02/22/2019	187066	UW-BARABOO SAUK CO	031903	02/07/2019	PK-CAREER FAIR BOOTH REGI	100-52-55200-320-000	25.00
Total 187066:							25.00
<b>187067</b>							
02/22/2019	187067	VORTEX OPTICS	292615	02/07/2019	PD- BINOCULARS FOR PATROL	100-20-52110-392-000	383.99
Total 187067:							383.99
<b>187068</b>							
02/22/2019	187068	VOYAGER FLEET SYSTE	8625-1835-0	02/08/2019	FD-JAN 2019 FUEL	100-21-52200-348-000	460.08
02/22/2019	187068	VOYAGER FLEET SYSTE	86925-1835-	02/08/2019	PW-JAN '19 MACH & EQUIP FUE	100-31-53240-348-000	354.68
02/22/2019	187068	VOYAGER FLEET SYSTE	86925-1835-	02/08/2019	PW-STREET MAINT JAN '19 FUE	100-31-53300-348-000	533.35
02/22/2019	187068	VOYAGER FLEET SYSTE	86925-1835-	02/08/2019	PW-JAN '19 SNOW & ICE	100-31-53350-348-000	8,379.44
02/22/2019	187068	VOYAGER FLEET SYSTE	86925-1835-	02/08/2019	PW-JAN '19 TREES & BRUSH F	100-31-53370-348-000	431.68
02/22/2019	187068	VOYAGER FLEET SYSTE	86925-1835-	02/08/2019	PW-JAN '19 GARBAGE FUEL	100-31-53620-348-000	1,402.26
02/22/2019	187068	VOYAGER FLEET SYSTE	86925-1835-	02/08/2019	PW-JAN '19 RECYCLING FUEL	100-31-53635-348-000	856.54
02/22/2019	187068	VOYAGER FLEET SYSTE	86925-1835-	02/08/2019	ENG-JAN 2019 FUEL	100-30-53100-348-000	41.11
02/22/2019	187068	VOYAGER FLEET SYSTE	86925-1835-	02/08/2019	PD-JAN 2019 FUEL	100-20-52110-348-000	94.03
02/22/2019	187068	VOYAGER FLEET SYSTE	86925-1835-	02/08/2019	PD-JAN 2019 FUEL	100-20-54110-348-000	81.26
02/22/2019	187068	VOYAGER FLEET SYSTE	86925-1835-	02/08/2019	PD-JAN 2019 FUEL	100-20-52110-348-000	2,636.11
02/22/2019	187068	VOYAGER FLEET SYSTE	86925-1835-	02/08/2019	PK- JAN 2019 FUEL	100-52-55200-348-000	792.30
Total 187068:							16,062.84
<b>187069</b>							
02/22/2019	187069	WALMART	2601-021619	02/16/2019	PD- HEADLIGHT BULBS & WIPE	100-20-52110-240-000	77.46
02/22/2019	187069	WALMART	2601-021619	02/16/2019	PD- SANITIZER	100-20-52110-340-000	11.86
Total 187069:							89.32
<b>187070</b>							
02/22/2019	187070	WEAVER AUTO PARTS-B	10IN042484	11/16/2018	PK-TRACTOR BELT	100-52-55200-250-000	11.98
02/22/2019	187070	WEAVER AUTO PARTS-B	10IN044967	02/12/2019	PW-#83 FUEL LINE RETAINER C	100-31-53620-350-000	9.96
Total 187070:							21.94
<b>187071</b>							
02/22/2019	187071	WESTBROOK ASSOCIAT	27439	02/01/2019	PK-RIVERWALK BRIDGE DESIG	430-52-55200-821-000	1,372.50
Total 187071:							1,372.50
<b>187072</b>							
02/22/2019	187072	WIEDENBECK INC.	896414	02/04/2019	PW-KODIAK LAWN RAKE	100-31-53300-340-000	108.11
Total 187072:							108.11
<b>187073</b>							
02/22/2019	187073	WIS DEPT OF NATURAL	370-0000010	02/05/2019	FD - DNR GRANT EQUIPMENT	100-21-52200-392-400	918.91
Total 187073:							918.91

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
187074							
02/22/2019	187074	WIS DEPT OF WORKFOR	9373924	01/31/2019	FD-MESSER UNEMPLOYMENT	100-21-52200-190-000	176.78
Total 187074:							176.78
187075							
02/22/2019	187075	WISCONSIN PARKS & R	129-19	02/14/2019	PK-GRANT WPRA MEMBERSHI	100-53-55300-320-000	70.00
Total 187075:							70.00
187076							
02/22/2019	187076	WMCA - WIS MUNICIPAL	2019 - ZEMA	02/20/2019	CLRK - 2019 MEMBERSHIP, ZE	100-11-51420-320-000	65.00
02/22/2019	187076	WMCA - WIS MUNICIPAL	ATKINSON-2	02/11/2019	CLK-ATKINSON 2019 MEMBERS	100-11-51420-320-000	65.00
02/22/2019	187076	WMCA - WIS MUNICIPAL	MEEKER-20	01/02/2019	CLK-MEEKER 2019 MEMBERS	100-11-51420-320-000	65.00
Total 187076:							195.00
7001907							
02/22/2019	7001907	ADVANCED DISPOSAL	A200004481	01/31/2019	LIBEAST-JAN TRASH	851-51-55110-260-000	104.27
Total 7001907:							104.27
7001908							
02/22/2019	7001908	CAPITAL NEWSPAPERS	1614533	02/01/2019	CLK-1/8/19 COUNCIL MINUTES	100-10-51100-210-000	11.44
02/22/2019	7001908	CAPITAL NEWSPAPERS	1616096	02/08/2019	ENG-PUB HEARING ZONING C	100-22-56400-210-000	48.84
02/22/2019	7001908	CAPITAL NEWSPAPERS	1616555	02/08/2019	ENG- BID NOTICE PW PROJEC	100-30-53100-210-000	67.56
02/22/2019	7001908	CAPITAL NEWSPAPERS	1617157	02/14/2019	CITY-PUBLIC HEARING-HILL/TH	100-14-56300-210-000	17.82
Total 7001908:							145.66
7001909							
02/22/2019	7001909	GLACIER VALLEY FORD I	122789	02/04/2019	PW-#16 KIT - JET; HOSE	100-31-53240-350-000	40.64
Total 7001909:							40.64
7001910							
02/22/2019	7001910	GORDON FLESCH	IN12513908	02/08/2019	PD- CONTRACT FOR COPIER	100-20-52130-250-000	753.00
02/22/2019	7001910	GORDON FLESCH	IN12520054	02/15/2019	FD - COPIER CHARGES	100-21-52200-310-000	95.76
Total 7001910:							848.76
7001911							
02/22/2019	7001911	LARK UNIFORM INC.	280942	12/19/2018	PD- MEYER EXTERNAL VEST C	100-20-52110-346-000	209.95
02/22/2019	7001911	LARK UNIFORM INC.	283437	02/06/2019	PD- CREIGHTON ERT SHIRT	100-20-52110-346-000	29.95
02/22/2019	7001911	LARK UNIFORM INC.	283482	02/07/2019	PD- DORNER TOURNIQUET HO	100-20-52110-346-000	112.90
02/22/2019	7001911	LARK UNIFORM INC.	283487	02/07/2019	PD- GILBERT NAME STRIP ERT	100-20-52110-346-000	19.87
02/22/2019	7001911	LARK UNIFORM INC.	283503	02/07/2019	PD- M PICHLER NAME STRIP E	100-20-52110-346-000	19.87
02/22/2019	7001911	LARK UNIFORM INC.	283539	02/08/2019	PD- J PICHLER VEST	100-20-52110-392-610	809.95
Total 7001911:							782.59
7001912							
02/22/2019	7001912	LAWSON PRODUCTS INC	9306484193	02/12/2019	PW - SAFETY	100-31-53230-319-000	209.16
02/22/2019	7001912	LAWSON PRODUCTS INC	9306484193	02/12/2019	PW - MACH & EQUIP SUPPLIES	100-31-53240-350-000	884.49

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 7001912:							1,093.65
<b>7001913</b>							
02/22/2019	7001913	MENARDS - BARABOO	02709-31900	02/14/2019	CITY-AIR FILTERS	100-11-51640-340-000	1,390.26
02/22/2019	7001913	MENARDS - BARABOO	1588-319002	02/01/2019	CC-WIFI CABLES	100-52-55130-250-000	126.35
02/22/2019	7001913	MENARDS - BARABOO	1926-319005	02/05/2019	FD - ELECTRICAL SUPPLIES FO	100-21-51610-350-000	46.68
02/22/2019	7001913	MENARDS - BARABOO	1928-319002	02/05/2019	ZOO-REPLACEMENT MONKEY	100-52-55410-280-000	250.25
02/22/2019	7001913	MENARDS - BARABOO	1978-319005	02/06/2019	PW-4-6" COBRA DRAIN BLADDE	100-31-53270-340-000	39.94
02/22/2019	7001913	MENARDS - BARABOO	1984-319002	02/06/2019	PK-PIERCE SHED REPAIRS	100-52-55200-260-000	285.71
02/22/2019	7001913	MENARDS - BARABOO	2000-319005	02/06/2019	PW-NOFLAT UNIV WBARROW;	100-31-53230-340-000	78.93
02/22/2019	7001913	MENARDS - BARABOO	2002-319005	02/06/2019	FD - MOTION SENSOR FOR LIG	100-21-51610-350-000	19.98
02/22/2019	7001913	MENARDS - BARABOO	2036-319002	02/06/2019	CC-WIFI INSTALL EQUIPMENT	100-52-55130-340-000	20.99
02/22/2019	7001913	MENARDS - BARABOO	2411-319005	02/11/2019	PW-TWIST LOCK PHOTO CONT	100-31-53420-350-000	6.99
02/22/2019	7001913	MENARDS - BARABOO	2770-319002	02/15/2019	FD - BROOM, HANGING HOOKS	100-21-52200-350-000	55.73
Total 7001913:							2,321.81
<b>7001914</b>							
02/22/2019	7001914	NRPA-NATIONAL REC & P	67352-43019	02/15/2019	REC-WPRA MEMBERSHIP	100-53-55300-320-000	175.00
Total 7001914:							175.00
<b>7001915</b>							
02/22/2019	7001915	PER MAR SECURITY SER	2002889	02/08/2019	FD - FIRE ALARM SERVICES	100-21-51610-260-000	534.12
Total 7001915:							534.12
<b>7001916</b>							
02/22/2019	7001916	TAPCO TRAFFIC & PARKI	1628028	02/11/2019	PW- MAILBOXES AND BRCKET	100-31-53350-340-000	224.88
Total 7001916:							224.88
<b>7001917</b>							
02/22/2019	7001917	WASTE MANAGEMENT C	0682365-484	02/01/2019	PW-JANUARY 2019 GARBAGE	100-31-53630-270-000	14,149.64
02/22/2019	7001917	WASTE MANAGEMENT C	0682365-484	02/01/2019	PW-JANUARY 2019 RECYCLING	100-31-53635-290-000	3,207.34
Total 7001917:							17,356.98
Grand Totals:							250,606.27

FINANCE COMMITTEE APPROVAL:

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Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>16011</b>						
02/13/2019	BLAINS FARM & FLEET - UTILIT	U01312019	01/31/2019	WA-GREASE GUN/BATTERY KIT	970-37-66200-240-000	278.00
02/13/2019	BLAINS FARM & FLEET - UTILIT	U01312019	01/31/2019	WA-DEWALT BATTERY PACKS	970-37-93200-250-000	298.00
02/13/2019	BLAINS FARM & FLEET - UTILIT	U01312019	01/31/2019	SEWER-HOSE/FITTING/ADAPTERS	960-36-83300-260-000	50.86
Total 16011:						626.86
<b>16012</b>						
02/13/2019	CITY OF BARABOO	U11345	12/31/2018	UTIL-QTR #4, 2018 CSF BLDG EXPEN	960-36-85100-260-000	1,331.29
02/13/2019	CITY OF BARABOO	U11345	12/31/2018	UTIL-QTR #4, 2018 CSF BLDG EXPEN	960-36-85100-226-000	53.68
02/13/2019	CITY OF BARABOO	U11345	12/31/2018	UTIL-QTR #4, 2018 CSF BLDG EXPEN	950-36-84000-530-000	1,384.97
02/13/2019	CITY OF BARABOO	U11345	12/31/2018	UTIL-QTR #4, 2018 CSF BLDG EXPEN	970-37-92100-260-000	8,309.85
02/13/2019	CITY OF BARABOO	U11345	12/31/2018	UTIL-QTR #4, 2018 TASC FEES	970-37-66200-136-000	10.32
02/13/2019	CITY OF BARABOO	U11345	12/31/2018	UTIL-QTR #4, 2018 TASC FEES	970-37-90300-136-000	3.44
02/13/2019	CITY OF BARABOO	U11345	12/31/2018	UTIL-QTR #4, 2018 TASC FEES	970-37-92000-136-000	7.74
02/13/2019	CITY OF BARABOO	U11345	12/31/2018	UTIL-QTR #4, 2018 TASC FEES	960-36-84000-136-000	3.44
02/13/2019	CITY OF BARABOO	U11345	12/31/2018	UTIL-QTR #4, 2018 TASC FEES	960-36-85000-136-000	2.58
02/13/2019	CITY OF BARABOO	U11345	12/31/2018	UTIL-QTR #4, 2018 PHONE	970-37-66500-220-000	51.47
02/13/2019	CITY OF BARABOO	U11345	12/31/2018	UTIL-QTR #4, 2018 PHONE	970-37-92100-220-000	51.47
02/13/2019	CITY OF BARABOO	U11345	12/31/2018	UTIL-QTR #4, 2018 PHONE	960-36-85100-220-000	102.93
02/13/2019	CITY OF BARABOO	U11345	12/31/2018	UTIL-QTR #4, 2018 CELL PHONE	960-36-85100-220-000	122.92
02/13/2019	CITY OF BARABOO	U11345	12/31/2018	UTIL-QTR #4, 2018 CELL PHONE	970-37-92100-220-000	122.92
02/13/2019	CITY OF BARABOO	U11345	12/31/2018	UTIL-QTR #4, 2018 COPIES	970-37-90300-310-000	.24
02/13/2019	CITY OF BARABOO	U11345	12/31/2018	UTIL-QTR #4, 2018 COPIES	960-36-85100-310-000	.24
02/13/2019	CITY OF BARABOO	U11345	12/31/2018	UTIL-QTR #4, 2018 COPIES	950-36-84000-310-000	.23
Total 16012:						11,559.73
<b>16013</b>						
02/13/2019	DIGGERS HOTLINE INC	U190164101	01/30/2019	UTIL-2019 PREPAYMENT #1	950-36-85000-231-000	464.54
02/13/2019	DIGGERS HOTLINE INC	U190164101	01/30/2019	UTIL-2019 PREPAYMENT #1	960-36-85100-231-000	464.53
02/13/2019	DIGGERS HOTLINE INC	U190164101	01/30/2019	UTIL-2019 PREPAYMENT #1	970-37-66500-231-000	464.53
Total 16013:						1,393.60
<b>16014</b>						
02/13/2019	HACH COMPANY	S11314314	01/28/2019	SEWER-2019 OPPS SUPPORT	960-36-85100-250-000	2,490.00
Total 16014:						2,490.00
<b>16015</b>						
02/13/2019	MARTELLE WATER TREATMEN	W17976	02/04/2019	WA-AQUAMAG/CHLORINE/FLUORIDE	970-37-64100-345-000	2,049.76
Total 16015:						2,049.76
<b>16016</b>						
02/13/2019	MENARDS - BARABOO	S1457	01/31/2019	SE-CLEANERS/ELBOWS/NIPPLES	960-36-85600-390-000	6.58
02/13/2019	MENARDS - BARABOO	S1457	01/31/2019	SE-CLEANERS/ELBOWS/NIPPLES	960-36-83300-250-000	10.79
02/13/2019	MENARDS - BARABOO	S1799	02/04/2019	SE-RET'D ELBOWS/NIPPLES #319002	960-36-83300-250-000	7.65
02/13/2019	MENARDS - BARABOO	S1801	02/04/2019	SE-PHONE SYSTEM #31900288	960-36-85100-220-000	59.99
02/13/2019	MENARDS - BARABOO	S1801	02/04/2019	SE-TAPE MEASURES #31900288	960-36-85600-390-000	20.94
02/13/2019	MENARDS - BARABOO	S1894	02/05/2019	SE-WEATHER STRIPS/DRAFT BLOCK	960-36-83300-260-000	15.33
02/13/2019	MENARDS - BARABOO	W1523-2019	02/01/2019	WATER-SHOVELS-ACCT 31900285	970-37-66500-340-000	49.98
02/13/2019	MENARDS - BARABOO	W2509	02/12/2019	WA-RUBBER ROOFING: VALVE GASK	970-37-67300-236-000	114.00

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 16016:						269.96
<b>16017</b>						
02/13/2019	OMNI MATERIALS INC	S339379	01/13/2019	SEWER-KILNDUST-CUST BAR	960-36-82710-345-000	2,946.74
02/13/2019	OMNI MATERIALS INC	S339440	01/20/2019	SEWER-KILNDUST-CUST BAR	960-36-82710-345-000	1,428.25
02/13/2019	OMNI MATERIALS INC	S339494	01/27/2019	SEWER-KILNDUST-CUST BAR	960-36-82710-345-000	1,455.64
Total 16017:						5,830.63
<b>16018</b>						
02/13/2019	SAUK COUNTY MIS	U2018-4	02/07/2019	UTIL-QTR #4, 2018 IT SUPPORT	960-36-85100-250-000	76.52
02/13/2019	SAUK COUNTY MIS	U2018-4	02/07/2019	UTIL-QTR #4, 2018 IT SUPPORT	970-37-93200-250-000	74.77
Total 16018:						151.29
<b>16019</b>						
02/13/2019	SEWER DEBT SERVICE FUND	S02/2019	02/13/2019	SEWER-FEB 2019 FUNDING	960-96-10125-001	38,146.09
Total 16019:						38,146.09
<b>16020</b>						
02/13/2019	THE SHOE BOX	S72685	02/01/2019	SE-STEELTOE BOOTS-PASKE	960-36-85600-390-000	144.00
Total 16020:						144.00
<b>16021</b>						
02/13/2019	VOYAGER FLEET SYSTEMS IN	S869251835	02/08/2019	SEWER-FUEL: LOADER	960-36-82810-348-000	170.77
02/13/2019	VOYAGER FLEET SYSTEMS IN	S869251835	02/08/2019	SEWER-FUEL: PICKUP	960-36-82800-348-000	31.19
02/13/2019	VOYAGER FLEET SYSTEMS IN	S869251835	02/08/2019	WA-FUEL: USED SE PICKUP/PLOW	970-37-63100-260-000	8.86
02/13/2019	VOYAGER FLEET SYSTEMS IN	S869251835	02/08/2019	WA-FUEL: USED SE PICKUP/PLOW	970-37-66100-348-000	8.87
02/13/2019	VOYAGER FLEET SYSTEMS IN	W869251835	02/08/2019	WATER-FUEL: TRUCKS	970-37-66200-348-000	765.69
02/13/2019	VOYAGER FLEET SYSTEMS IN	W869251835	02/08/2019	WATER-FUEL: WELDER	970-37-67500-348-000	25.56
Total 16021:						1,010.94
<b>16022</b>						
02/13/2019	WI STATE LABORATORY OF HY	W581320	01/31/2019	WA-FLUORIDE TEST-JAN 2019	970-37-64200-217-000	26.00
Total 16022:						26.00
Grand Totals:						63,698.86

FINANCE COMMITTEE APPROVAL:

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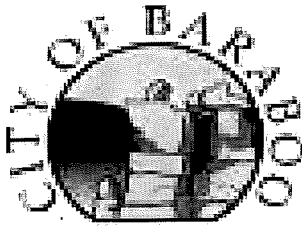
Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>1215</b>							
02/11/2019	1215	US BANK	0497-01-25-1	01/29/2019	LIB-TEEN TUESDAY PROGRAM	100-51-55110-391-511	56.66
02/11/2019	1215	US BANK	0497-01-25-1	01/29/2019	LIB-TEEN AV	100-51-55110-328-000	80.12
02/11/2019	1215	US BANK	0770-12519	01/25/2019	CITY-WATER FILTERS	100-11-51640-340-000	89.96
02/11/2019	1215	US BANK	1085-012519	01/25/2019	ADMIN-MEMBERSHIP REG 2019	100-14-51400-320-000	325.00
02/11/2019	1215	US BANK	1085-012519	01/25/2019	ADMIN-2019 MEMBERSHIP	100-14-51400-320-000	210.00
02/11/2019	1215	US BANK	1085-012519	01/25/2019	ADMIN-2019 WMCA MEMBERS	100-14-51400-320-000	193.71
02/11/2019	1215	US BANK	1085-012519	01/25/2019	CDA-CANNON 2019 WEDA MEM	100-00-15980-000	215.00
02/11/2019	1215	US BANK	3287-012519	01/25/2019	PK-HARDY FACILITY MANAGE	100-52-55200-320-000	280.00
02/11/2019	1215	US BANK	3287-012519	01/25/2019	ZOO-WOLF FOOD	100-52-55410-342-000	259.95
02/11/2019	1215	US BANK	3287-012519	01/25/2019	REC-WINTERFEST CANDLELIG	870-53-55300-300-000	179.90
02/11/2019	1215	US BANK	3287-012519	01/25/2019	PK-FISH FARM REGISTRATION	100-52-55200-321-000	38.44
02/11/2019	1215	US BANK	3287-012519	01/25/2019	ZOO-MONKEY DIABETES MEDI	100-52-55410-211-000	35.98
02/11/2019	1215	US BANK	3287-012519	01/25/2019	FORESTRY-REPLACEMENT BL	100-52-56110-340-000	59.93
02/11/2019	1215	US BANK	3287-012519	01/25/2019	FORESTRY-ICE CLEATS	100-52-56110-340-000	17.55
02/11/2019	1215	US BANK	3287-012519	01/25/2019	ZOO-GOAT JACKETS	100-52-55410-340-000	63.98
02/11/2019	1215	US BANK	3287-012519	01/25/2019	REC-TAI CHI DVDS	100-53-55300-340-171	162.50
02/11/2019	1215	US BANK	3287-012519	01/25/2019	REC-AEROBICS BANDS	100-53-55300-340-171	51.99
02/11/2019	1215	US BANK	3287-012519	01/25/2019	CC-ICE CLEATS	100-52-55130-340-000	39.98
02/11/2019	1215	US BANK	6187 1-25-19	01/25/2019	FOL- COCOA CRAWL	940-51-55110-340-000	19.47
02/11/2019	1215	US BANK	6187 1-25-19	01/25/2019	LIB- VACUUM W/ FILTERS	100-51-55110-392-000	214.86
02/11/2019	1215	US BANK	6187 1-25-19	01/25/2019	FOL- COCOA CRAWL & ANNUA	940-51-55110-340-000	48.47
02/11/2019	1215	US BANK	6187 1-25-19	01/25/2019	LIB- TAX REIMBURSEMENT 9-21-	100-51-55110-340-000	2.75
02/11/2019	1215	US BANK	6187 1-25-19	01/25/2019	FOL - POSTAGE	940-51-55110-343-000	50.00
02/11/2019	1215	US BANK	6187 1-25-19	01/25/2019	LIB- DISPLAY EASEL	100-51-55110-340-000	37.99
02/11/2019	1215	US BANK	6187 1-25-19	01/25/2019	LIB- CLEANING RAGS	100-51-55110-350-000	30.94
02/11/2019	1215	US BANK	6187 1-25-19	01/25/2019	LIB- THANK YOU CARDS	850-51-55110-300-000	20.68
02/11/2019	1215	US BANK	7925-12519	01/25/2019	CDA-AMAZON SNOWBLOWER	100-00-15980-000	72.62
02/11/2019	1215	US BANK	7925-12519	01/25/2019	CDA-POSTAGE	100-00-15980-000	50.00
02/11/2019	1215	US BANK	7925-12519	01/25/2019	CDA-WEDA	100-00-15980-000	425.00
02/11/2019	1215	US BANK	7925-12519	01/25/2019	CDA-ADVANCED DISPOSAL	100-00-15980-000	1,062.80
02/11/2019	1215	US BANK	8480-012519	01/25/2019	PW-#46 BRAKES/BEARINGS	100-31-53240-350-000	288.84
02/11/2019	1215	US BANK	8480-012519	01/25/2019	PW-SHIPING TAPCO	100-31-53300-365-000	18.62
02/11/2019	1215	US BANK	8625-012520	01/25/2019	CLK-CC HEAD CLEANERS	100-11-51420-310-000	14.99
02/11/2019	1215	US BANK	8667-012519	01/25/2019	FD - OTTERBOX WARRANTY	100-21-52200-350-000	6.32
02/11/2019	1215	US BANK	8667-012519	01/25/2019	FD - COFFEE FOR CONTROLLE	100-21-52200-320-400	21.10
02/11/2019	1215	US BANK	8667-012519	01/25/2019	FD - DONUTS FOR CONTROLLE	100-21-52200-320-400	51.99
02/11/2019	1215	US BANK	8667-012519	01/25/2019	FD - FOOD FOR CONTROLLED	100-21-52200-320-400	45.85
02/11/2019	1215	US BANK	8667-012519	01/25/2019	FD - BATTERIES FOR GAS DET	100-21-52200-340-000	475.23
02/11/2019	1215	US BANK	8829-012519	01/25/2019	PD- AED PADS	100-20-52110-340-000	236.00
02/11/2019	1215	US BANK	8829-012519	01/25/2019	PD- CONNELLY TASER RECERT	100-20-52110-320-000	325.00
02/11/2019	1215	US BANK	8829-012519	01/25/2019	PD- PBT TUBES	100-20-52110-340-000	210.00
02/11/2019	1215	US BANK	8829-012519	01/25/2019	PD- LUNCH FOR INTERVIEW P	100-20-52110-215-000	108.14
02/11/2019	1215	US BANK	8829-012519	01/25/2019	PD- INTERVIEW PANEL SODA	100-20-52110-215-000	15.72
02/11/2019	1215	US BANK	8829-012519	01/25/2019	PD- INTERVIEW PANEL SUBS	100-20-52110-215-000	80.02
02/11/2019	1215	US BANK	8829-012519	01/25/2019	PD- MAIL EVIDENCE TO CRIME	100-20-52130-343-000	10.80
02/11/2019	1215	US BANK	8829-012519	01/25/2019	PD- LARGE PAPER BAGS FOR	100-20-52120-340-000	58.68
02/11/2019	1215	US BANK	8829-012519	01/25/2019	PD- BONHAM EVIDENCE TRAIN	100-20-52120-320-000	150.00
02/11/2019	1215	US BANK	8829-012519	01/25/2019	PD- INTERVIEW PANEL CHIPS	100-20-52110-215-000	11.30
02/11/2019	1215	US BANK	8829-012519	01/25/2019	PD- MAIL PKG TO CRIME LAB	100-20-52130-343-000	7.25
02/11/2019	1215	US BANK	8829-012519	01/25/2019	PD- HDMI CABLES	100-20-52110-340-000	25.98
02/11/2019	1215	US BANK	8829-012519	01/25/2019	PD- CROMWELL EVIDENCE TR	100-20-52130-320-000	150.00
02/11/2019	1215	US BANK	8829-012519	01/25/2019	PD- USB DRIVES	100-20-52110-340-000	251.98
02/11/2019	1215	US BANK	8829-012519	01/25/2019	PD- DVD MARKERS, USB DRIV	100-20-52130-310-000	135.97
02/11/2019	1215	US BANK	8895-012519	01/25/2019	PD- LEXISNEXIS MONTHLY FEE	100-20-52120-270-000	50.00
02/11/2019	1215	US BANK	8979-012519	01/25/2019	LIB - USA MONTHLY SUBSCRIP	100-51-55110-326-000	23.96

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
02/11/2019	1215	US BANK	8979-012519	01/25/2019	LIB - REFUND FOR GLAMOUR	100-51-55110-326-000	8.33-
02/11/2019	1215	US BANK	8979-012519	01/25/2019	LIB - ILL POSTAGE	100-51-55110-343-000	22.99
02/11/2019	1215	US BANK	8979-012519	01/25/2019	LIB - DONORPERFECT MONTH	100-51-55110-311-000	39.00
02/11/2019	1215	US BANK	8979-012519	01/25/2019	LIB - EARBUDS, USB DRIVE, AN	100-51-55110-340-000	98.93
02/11/2019	1215	US BANK	8979-012519	01/25/2019	LIB - REFUND PROMOTIONAL D	100-51-55110-328-000	.89-
02/11/2019	1215	US BANK	8979-012519	01/25/2019	LIB - EXTERNAL HARD DRIVE F	100-51-55110-392-000	94.99
02/11/2019	1215	US BANK	9442-TXCR-	11/25/2018	ENG-BROWNING BUSINESS CA	100-00-15980-000	.82-
02/11/2019	1215	US BANK	9682-01/25/1	01/25/2019	TRE-PARK SEG DEPOSIT SLIPS	870-52-55200-300-000	9.44
02/11/2019	1215	US BANK	ALDI-1-9-19	01/27/2019	LIB 2019 HOMESCHOOLING SU	100-51-55110-391-510	13.09
02/11/2019	1215	US BANK	AMAZON-1-1	01/27/2019	LIB-BOOK	100-51-55110-324-000	19.46
02/11/2019	1215	US BANK	AMAZON-1-1	01/27/2019	LIBBOOKS	100-51-55110-324-000	8.62
02/11/2019	1215	US BANK	AMAZON-1-1	01/27/2019	LIB-DVD	100-51-55110-328-000	27.42
02/11/2019	1215	US BANK	AMAZON-1-1	01/27/2019	LIB-PLAYGROUP SUPPLIES	100-51-55110-391-510	36.75
02/11/2019	1215	US BANK	AMAZON-1-1	01/27/2019	LIB-BOOKS	100-51-55110-324-000	42.49
02/11/2019	1215	US BANK	AMAZON-1-1	01/27/2019	LIB-BOOKS	100-51-55110-324-000	85.28
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02/11/2019	1215	US BANK	AMAZON-1-1	01/27/2019	LIB -TEA PARTY SUPPLIES	100-51-55110-391-510	32.76
02/11/2019	1215	US BANK	AMAZON-1-2	01/27/2019	LIB 2019 FAIRY TALE TEA PART	100-51-55110-391-510	4.79
02/11/2019	1215	US BANK	AMAZON-1-2	01/27/2019	LIB-CRAFT SUPPLIES	100-51-55110-391-510	41.37
02/11/2019	1215	US BANK	AMAZON-1-3	01/29/2019	LIB-DIAPER PAIL - 2014 GALA Y	850-51-55110-300-000	65.00
02/11/2019	1215	US BANK	AMAZON-1-3	01/29/2019	DIAPER PAIL	100-51-55110-350-000	74.98
02/11/2019	1215	US BANK	AMAZON-1-4	01/27/2019	LIB-BOOK	100-51-55110-324-000	22.95
02/11/2019	1215	US BANK	AMAZON-1-4	01/27/2019	LIB-BOOKS	100-51-55110-324-000	141.45
02/11/2019	1215	US BANK	AMAZON-1-5	01/27/2019	LIB-DVD	100-51-55110-328-000	14.98
02/11/2019	1215	US BANK	AMAZON-1-5	01/27/2019	LIB-DVD	100-51-55110-328-000	153.14
02/11/2019	1215	US BANK	AMAZON-1-5	01/27/2019	LUCKY DAY DVD- 2018 FOL	850-51-55110-300-000	15.30
02/11/2019	1215	US BANK	FINDAWAY-	01/27/2019	LIB-PLAYAWAY HOOT-GEN 6.0	100-51-55110-328-000	51.94
02/11/2019	1215	US BANK	FINDAWAY-	01/27/2019	LIB-REPLAC (3) LAUNCHPADS	100-51-55110-328-000	209.97
02/11/2019	1215	US BANK	USPS-1-3-19	01/27/2019	LIB-RETURN BROKEN LAUNCH	100-51-55110-343-000	13.74
02/11/2019	1215	US BANK	WALMART-1	01/27/2019	LIB-BUBBLES, PLAYDOH	100-51-55110-391-510	18.93
02/11/2019	1215	US BANK	WALMART-1	01/27/2019	LIB-BATTERIES FOR XBOX CO	100-51-55110-340-000	16.94
02/11/2019	1215	US BANK	WALMART-1	01/27/2019	LIB-DVD	100-51-55110-328-000	25.44
02/11/2019	1215	US BANK	WALMART-1	01/27/2019	LIB-LUCKY DAY DVD- 2018 FOL	850-51-55110-300-000	17.96
02/11/2019	1215	US BANK	WALMART-1	01/27/2019	LIB-AMERICAN GIRL DIARY	100-51-55110-324-000	2.98
02/11/2019	1215	US BANK	WALMART-1	01/27/2019	LIB 2019 FAIRY TALE TEA PART	100-51-55110-391-510	21.05
02/11/2019	1215	US BANK	WALMART-1	01/27/2019	LIB-DVD	100-51-55110-328-000	27.92
02/11/2019	1215	US BANK	WALMART-1	01/27/2019	LIB- TEA PARTY SUPPLIES	100-51-55110-391-510	11.91
02/11/2019	1215	US BANK	WALMART-1	01/27/2019	LUCKY DAY DVD- 2018 FOL	850-51-55110-300-000	17.96
02/11/2019	1215	US BANK	WALMART-1	01/27/2019	LIB-AIR FRESHNER	100-51-55110-340-000	.97
02/11/2019	1215	US BANK	WALMART-1	01/27/2019	LIB- CLUB PROGRAMMING SUP	100-51-55110-391-510	33.58
02/11/2019	1215	US BANK	WALMART-1	01/27/2019	LIB-THANK YOU NOTES	100-51-55110-310-000	6.96
02/11/2019	1215	US BANK	WALMART-1	01/27/2019	LIB-CANNING JARS	100-51-55110-391-510	9.83
Total 1215:							8,736.69
Grand Totals:							8,736.69

FINANCE COMMITTEE APPROVAL:

\_\_\_\_\_  
(Chairman)

\_\_\_\_\_  
(Date)



**City of Baraboo, Wisconsin**

*Finance Department*

*101 South Boulevard*

*Baraboo, WI 53913*

February 12, 2019

The Council lists attached are check registers described in summary below:

Category	Total	Accounts Payable Run Date
General	\$ 4,058,206.79	February 8, 2019
General	\$ 197,606.69	January 31, 2019
Utility	\$ 481,530.86	January 31, 2019
ACH	\$ 421.99	January 31, 2019
Payroll Remittance Checks	\$ 331,017.73	January 1, 2019
Department Purchasing Cards	\$ -	
<b>Total expenditures</b>	<b>\$ 5,068,784.06</b>	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>186884</b>							
02/08/2019	186884	5 ALARM FIRE & SAFETY	183198-1	01/18/2019	FD - HURST TOOL ANNUAL MAI	100-21-52200-250-000	1,155.00
Total 186884:							1,155.00
<b>186885</b>							
02/08/2019	186885	ALLIANT ENERGY	002634-0102	01/02/2019	AIR-DEC 2018 AREA LIGHTING	630-35-53510-222-000	14.25
02/08/2019	186885	ALLIANT ENERGY	056281-0116	01/16/2019	FD - SIREN ELECTRICITY 11TH	100-21-52500-222-000	1.48
02/08/2019	186885	ALLIANT ENERGY	056281-1213	12/13/2018	FD - ELECTRIC BILL 11TH ST SI	100-21-52500-222-000	1.24
02/08/2019	186885	ALLIANT ENERGY	181253-0118	01/18/2019	PK-STEINHORST ELECTRIC	100-52-55200-222-000	40.57
02/08/2019	186885	ALLIANT ENERGY	207822-0128	01/28/2019	FD - SIREN ELECTRICITY LANG	100-21-52500-222-000	1.65
02/08/2019	186885	ALLIANT ENERGY	2415240-012	01/28/2019	FD - SIREN ELECTRICITY ELLIS	100-21-52500-222-000	1.65
02/08/2019	186885	ALLIANT ENERGY	256545-1241	01/24/2019	PK-CITY VIEW ELECTRIC	100-52-55200-222-000	130.94
02/08/2019	186885	ALLIANT ENERGY	26926188-01	01/22/2019	CITY-ELECTRIC JAN 2019	100-11-51640-222-000	2,633.16
02/08/2019	186885	ALLIANT ENERGY	26926188-01	01/22/2019	CITY-HEAT JAN 2019	100-11-51640-223-000	2,219.05
02/08/2019	186885	ALLIANT ENERGY	731683-0128	01/28/2019	FD - SIREN ELECTRICITY MADI	100-21-52500-222-000	1.74
02/08/2019	186885	ALLIANT ENERGY	861880-0103	01/03/2019	AIR-DEC 2018 RUNWAY	630-35-53510-222-000	542.93
02/08/2019	186885	ALLIANT ENERGY	908384-0116	01/16/2019	PW-407 BRIAR ST ELEC	100-31-51630-222-000	128.56
02/08/2019	186885	ALLIANT ENERGY	908384-0116	01/16/2019	PW-407 BRIAR STREET HEAT	100-31-51630-223-000	572.64
02/08/2019	186885	ALLIANT ENERGY	908384-0116	01/16/2019	PW-POTTER ST ELECTRIC	100-31-51630-222-000	4.63
02/08/2019	186885	ALLIANT ENERGY	908384-0129	01/29/2019	PW-BRIAR ST; POTT ST ELECT	100-31-51630-222-000	57.45
02/08/2019	186885	ALLIANT ENERGY	908384-0129	01/29/2019	PW-BRIAR ST HEAT	100-31-51630-223-000	304.04
02/08/2019	186885	ALLIANT ENERGY	FEB 12,19 S	01/18/2019	PW-JAN 2019 STREETLIGHTS	100-31-53420-222-000	1,024.72
02/08/2019	186885	ALLIANT ENERGY	FEB 12,19 S	01/18/2019	PW-JAN 2019 TRAFFIC LIGHTS	100-31-53300-222-000	9.81
02/08/2019	186885	ALLIANT ENERGY	FEBRUARY	01/29/2019	PW-JAN 2019 TRAFFIC LIGHTS	100-31-53300-222-000	257.13
02/08/2019	186885	ALLIANT ENERGY	FEBRUARY	01/29/2019	PW-JAN 2019 STREET LIGHTS	100-31-53420-222-000	10,374.78
Total 186885:							18,322.42
<b>186886</b>							
02/08/2019	186886	AMERIGAS - BARABOO	636591490	08/24/2018	PW-FILL 33.5 LB CYLINDER (2)	100-31-53230-340-000	69.38
Total 186886:							69.38
<b>186887</b>							
02/08/2019	186887	Animal House Pet Supplies	8BS9VMT7D	01/24/2019	ZOO-ANIMAL FOOD	100-52-55410-342-000	94.11
02/08/2019	186887	Animal House Pet Supplies	K1VJP3K9Z	01/15/2019	ZOO-ANIMAL FEED	100-52-55410-342-000	56.30
Total 186887:							150.41
<b>186888</b>							
02/08/2019	186888	BARA TS CUSTOM SCRE	00567	01/17/2019	REC-WINTERFEST T-SHIRTS	870-53-55300-300-000	605.25
02/08/2019	186888	BARA TS CUSTOM SCRE	00570	01/24/2019	REC-WINTERFEST SHIRTS	870-53-55300-300-000	40.35
Total 186888:							645.60
<b>186889</b>							
02/08/2019	186889	BARABOO POWER EQUI	57116	01/11/2019	FORESTRY-CHAINSAW OIL	100-52-56110-340-000	19.50
02/08/2019	186889	BARABOO POWER EQUI	57358	01/21/2019	PK-SKIDLOADER OIL	100-52-55200-348-000	90.60
02/08/2019	186889	BARABOO POWER EQUI	57577	01/28/2019	CITY-SNOWBLOWER PARTS	100-11-51640-350-000	7.40
Total 186889:							117.50
<b>186890</b>							
02/08/2019	186890	BARABOO SCHOOL DIST	FEB2019	02/07/2019	TRE-FEB SETTLEMENT 2018	910-00-24600-000	2,401,082.16

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 186890:							2,401,082.16
<b>186891</b>							
02/08/2019	186891	BARABOO-DELLS FLIGH	2019-01	01/15/2019	Maintenance Contract	630-35-53510-200-000	3,470.41
02/08/2019	186891	BARABOO-DELLS FLIGH	2019-01	01/15/2019	Reduction for Rent	630-35-48210-000	657.34
Total 186891:							2,813.07
<b>186892</b>							
02/08/2019	186892	BAYCOM, INC.	EQUIPINV_0	02/04/2019	PD- ARBITRATOR VIDEO FOR S	100-20-52110-814-000	5,474.00
Total 186892:							5,474.00
<b>186893</b>							
02/08/2019	186893	BAYVIEW LOAN SERVICI	195180	01/31/2019	TRE-REFUND TAX 206-2029-515	910-00-21100-000	7,743.40
Total 186893:							7,743.40
<b>186894</b>							
02/08/2019	186894	BELCO VEHICLE SOLUTI	4065	02/05/2019	PD- #40 SHOTGUN LOCK REPAI	100-20-52110-250-000	274.92
Total 186894:							274.92
<b>186895</b>							
02/08/2019	186895	BILLER PRESS & MFG. IN	BP-7716	01/28/2019	PK-DOG PARK PAYMENT TICKE	100-52-55200-340-000	371.61
Total 186895:							371.61
<b>186896</b>							
02/08/2019	186896	BRABAZON PUMP & COM	5162736	01/02/2019	PW - CSC COMPRESSOR MAIN	100-31-53270-260-000	540.00
02/08/2019	186896	BRABAZON PUMP & COM	5163823	01/24/2019	PW-AIR COMPRESSOR MAINTA	100-31-53270-250-000	70.99
Total 186896:							610.99
<b>186897</b>							
02/08/2019	186897	BROOKS TRACTOR INC.	C93916	01/23/2018	PW - BUCKET MOUNT SNOW P	100-31-53350-361-000	3,545.00
02/08/2019	186897	BROOKS TRACTOR INC.	S85220	01/17/2019	PW-#37 FILTER ELEMENT; OIL F	100-31-53240-350-000	273.26
Total 186897:							3,818.26
<b>186898</b>							
02/08/2019	186898	BURCH, NICK	REIMB21602	02/02/2019	PD- BURCH VEST CARRIER, TA	100-20-52110-346-000	411.44
Total 186898:							411.44
<b>186899</b>							
02/08/2019	186899	BURROUGHS LOCK SER	7861	01/11/2019	PW-LOCK REKEYING (INCLUDE	100-31-53270-260-000	206.79
Total 186899:							206.79
<b>186900</b>							
02/08/2019	186900	CANNON, PATRICK	2019-1B	01/24/2019	CDA-JAN 2019 MGMT SERVICE	100-67-56710-290-000	3,030.00
Total 186900:							3,030.00

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>186901</b>							
02/08/2019	186901	CARDMEMBER SERVICE	382132	01/31/2019	PW-FREIGHT FOR CHIPPER RA	100-31-53240-350-000	139.31
Total 186901:							139.31
<b>186902</b>							
02/08/2019	186902	CARL F STATZ & SONS IN	60623	12/19/2018	PK-SKIDSTEER PURCHASE	430-52-55200-814-000	65,467.00
02/08/2019	186902	CARL F STATZ & SONS IN	60623	12/19/2018	PK-TRADE 2016 BOBCAT S650	430-52-48300-000	37,500.00
Total 186902:							27,967.00
<b>186903</b>							
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	MAYOR-JAN 2019 LONG DISTA	100-10-51410-220-000	14.71
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	ATTY-JAN 2019 LONG DISTANC	100-13-51300-220-000	14.71
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	ADMIN-JAN 2019 LONG DISTAN	100-14-51400-220-000	22.08
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	FD-JAN 2019 LONG DISTANCE	100-21-52200-220-000	44.14
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	PK-JAN 2019 LONG DISTANCE	100-52-55200-220-000	44.14
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	REC-JAN 2019 LONG DISTANCE	100-53-55300-220-000	22.07
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	PD-JAN 2019 LONG DISTANCE	100-20-52110-220-000	286.92
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	PW-JAN 2019 LONG DISTANCE	100-31-53230-220-000	58.85
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	FIN-JAN 2019 LONG DISTANCE	100-11-51500-220-000	36.78
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	PS/ADMIN-JAN 2019 LONG DIST	100-11-51640-220-000	102.06
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	FD-JAN 2019 LONG DISTANCE	100-21-52200-220-000	10.55
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	CDA-JAN 2019 LONG DISTANCE	100-00-15980-000	36.78
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	UTIL-JAN 2019 LONG DISTANCE	100-00-15640-000	51.50
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	ASSESSOR-JAN 2019 LONG DI	100-11-51530-220-000	14.71
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	TREAS-JAN 2019 LONG DISTAN	100-11-51520-220-000	22.07
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	BLDG INSP-JAN 2019 LONG DIS	100-22-52400-220-000	14.72
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	ENG-JAN 2019 LONG DISTANCE	100-30-53100-220-000	36.78
02/08/2019	186903	CENTURYLINK	301217856-0	01/17/2019	CC-PHONE	100-52-55130-220-000	64.77
02/08/2019	186903	CENTURYLINK	301217859-0	01/17/2019	PK-PHONE	100-52-55200-220-000	19.74
02/08/2019	186903	CENTURYLINK	301217859-0	01/17/2019	ZOO-PHONE	100-52-55410-220-000	10.55
02/08/2019	186903	CENTURYLINK	301217859-0	01/17/2019	POOL-PHONE	100-53-55420-220-000	45.64
02/08/2019	186903	CENTURYLINK	301217859-0	01/17/2019	REC-PHONE	100-53-55300-220-000	19.74
Total 186903:							994.01
<b>186904</b>							
02/08/2019	186904	CHARTER COMMUNICATI	0197571012	01/25/2019	ZOO-INTERNET	100-52-55410-260-000	59.99
Total 186904:							59.99
<b>186905</b>							
02/08/2019	186905	CINTAS CORPORATION #	4015103144	01/15/2019	PW-MATS, UNIFORMS	100-31-53270-340-000	47.25
02/08/2019	186905	CINTAS CORPORATION #	4015475587	01/22/2019	CITY-MATS	100-11-51640-260-000	37.18
02/08/2019	186905	CINTAS CORPORATION #	4015475616	01/22/2019	PW-TOWELS; MOP FRAME & H	100-31-53270-340-000	117.30
02/08/2019	186905	CINTAS CORPORATION #	4015819632	01/29/2019	CITY-MATS	100-11-51640-260-000	37.18
02/08/2019	186905	CINTAS CORPORATION #	4015819649	01/29/2019	PW-GRAY MATS; UNIFORMS	100-31-53270-340-000	47.25
Total 186905:							286.16
<b>186906</b>							
02/08/2019	186906	CLANCY SYSTEMS	BW1812	01/18/2019	PD- CLANCY SERVICES DECEM	100-20-52110-270-000	835.64
Total 186906:							835.64

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
186907							
02/08/2019	186907	COMMUNITY DEVELOPM	UPL2018	01/24/2019	UPL - EXCESS PAYROLL CONT	740-00-25980-000	368.82
Total 186907:							368.82
186908							
02/08/2019	186908	COMPASS MINERALS AM	388112	01/23/2019	PW-SALT/SAND	100-31-53350-378-000	4,492.24
02/08/2019	186908	COMPASS MINERALS AM	389203	01/24/2019	PW-SALT/SAND	100-31-53350-378-000	4,536.04
02/08/2019	186908	COMPASS MINERALS AM	390442	01/25/2019	PW-SALT/SAND	100-31-53350-378-000	6,688.96
Total 186908:							15,717.24
186909							
02/08/2019	186909	CONNELY, JONATHAN	REIMB20301	01/31/2019	PD- CONNELLY UNIFORM BOOT	100-20-52110-346-000	113.82
Total 186909:							113.82
186910							
02/08/2019	186910	CONTRACTOR SUPPLY	12364	02/05/2019	PW-SNOWBOARDS FOR #12 &	100-31-53240-350-000	228.16
Total 186910:							228.16
186911							
02/08/2019	186911	DELL MARKETING LP	1023969076	06/01/2018	IT - CARD READER	100-10-51450-340-000	56.00
02/08/2019	186911	DELL MARKETING LP	1029512358	01/29/2019	IT-SERVER BACKUP DOMAIN C	100-10-51450-814-000	6,687.57
02/08/2019	186911	DELL MARKETING LP	CR60101622	11/03/2016	ADMIN-CREDIT SOUNDBAR	100-14-51400-310-000	24.84-
Total 186911:							6,718.73
186912							
02/08/2019	186912	DON LARSON CHEVROL	170001	01/16/2019	FD - CAR 1 TIE ROD, STABILIZE	100-21-52200-240-000	410.27
Total 186912:							410.27
186913							
02/08/2019	186913	ERGOMETRICS & APPLIE	134636	01/25/2019	PD- FRONTLINE VIDEO TESTIN	100-20-52110-215-000	500.00
Total 186913:							500.00
186914							
02/08/2019	186914	FARBER, TRACE E	196326	02/01/2019	TRE-TAX REFUND	910-00-21100-000	94.30
Total 186914:							94.30
186915							
02/08/2019	186915	FASTENAL COMPANY	WIBAR20767	01/11/2019	PW-WIRE CUP BRUSH	100-31-53230-340-000	66.66
02/08/2019	186915	FASTENAL COMPANY	WIBAR20770	01/14/2019	PK-REPAIR SUPPLIES	100-52-55200-350-000	49.05
02/08/2019	186915	FASTENAL COMPANY	WIBAR20777	01/16/2019	PW-SAFETY GLASSES	100-31-53230-319-000	55.21
02/08/2019	186915	FASTENAL COMPANY	WIBAR20789	01/22/2019	PW-RATCHET BINDERS #24 SA	100-31-53240-350-000	44.99
Total 186915:							215.91
186916							
02/08/2019	186916	FIRE & SAFETY II INC.	AM90108-4	01/09/2019	FD - FIRE EXTINGUISHER MAIN	100-21-52200-250-000	226.25
02/08/2019	186916	FIRE & SAFETY II INC.	AM90108-4	01/09/2019	FD - FIRE EXTINGUISHER MAIN	100-21-51610-260-000	226.25

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 186916:							452.50
<b>186917</b>							
02/08/2019	186917	FIREHOUSE	1104043600-	01/25/2019	FD - FIREHOUSE MAGAZINE FO	100-21-52200-320-000	29.95
Total 186917:							29.95
<b>186918</b>							
02/08/2019	186918	GAPPA SECURITY SOLU	17513	01/22/2019	CITY-KEYS FOR BUILDING	100-11-51640-340-000	35.70
Total 186918:							35.70
<b>186919</b>							
02/08/2019	186919	GOLDEN NEEDLE EMBR	0030141	01/25/2019	FD-EMBROIDERY ON JOB SHIR	100-21-52200-346-000	40.00
Total 186919:							40.00
<b>186920</b>							
02/08/2019	186920	HARDER CORP	M171138	01/14/2019	CC-JANITORIAL SUPPLIES	100-52-55130-340-000	322.00
Total 186920:							322.00
<b>186921</b>							
02/08/2019	186921	HARDY, MICHAEL	020419	02/04/2019	PK-MILEAGE PICKUP GOAT BL	100-52-55410-340-000	20.30
Total 186921:							20.30
<b>186922</b>							
02/08/2019	186922	HARTJE TIRE & SERVICE	40-61151	01/16/2019	PW - TIRES #83 REFUSE TRUC	100-31-53620-341-000	814.16
02/08/2019	186922	HARTJE TIRE & SERVICE	40-61152	01/16/2019	PW-#27 MOUNT (2) TIRES	100-31-53240-341-000	25.00
02/08/2019	186922	HARTJE TIRE & SERVICE	40-61440	02/05/2019	FD - NEW TIRES CAR 1	100-21-52200-240-000	632.36
Total 186922:							1,471.52
<b>186923</b>							
02/08/2019	186923	HD SUPPLY FACILITIES	9169144167	01/08/2019	CC-BOILER FILTERS	100-52-55130-340-000	198.95
Total 186923:							198.95
<b>186924</b>							
02/08/2019	186924	HEARTLAND BUSINESS	298649-H	01/22/2019	IT-RENEW SMARTNET	100-10-51450-250-000	584.66
Total 186924:							584.66
<b>186925</b>							
02/08/2019	186925	HOHLS FARM SUPPLY IN	64751	01/10/2019	ZOO-STRAW	100-52-55410-340-000	72.00
02/08/2019	186925	HOHLS FARM SUPPLY IN	64751	01/10/2019	ZOO-ANIMAL FEED	100-52-55410-342-000	179.35
Total 186925:							251.35
<b>186926</b>							
02/08/2019	186926	ISTATE TRUCK CENTER	2552887 RI	10/17/2018	PW-CORE CREDIT	100-31-53240-350-000	20.00-
02/08/2019	186926	ISTATE TRUCK CENTER	2560206 RI	11/20/2018	PW-CORE CREDIT	100-31-53240-350-000	48.00-
02/08/2019	186926	ISTATE TRUCK CENTER	2561082 RI	11/27/2018	PW-CORE CREDIT	100-31-53240-350-000	100.00-
02/08/2019	186926	ISTATE TRUCK CENTER	2569768 RI	01/10/2019	PW-#18 ABS SHOCKS 206747 S	100-31-53240-350-000	182.28

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
02/08/2019	186926	ISTATE TRUCK CENTER	2570011 RI	01/11/2019	PW-#11 VALVE, MOD SPRING B	100-31-53240-350-000	297.29
02/08/2019	186926	ISTATE TRUCK CENTER	2570914 RI	01/16/2019	PW-#6 COMBO-BULK-W/CLEVIS	100-31-53240-350-000	67.42
02/08/2019	186926	ISTATE TRUCK CENTER	2572268 RI	01/23/2019	PW-#83 COMBO-BULK-W/CLEVI	100-31-53620-350-000	33.71
02/08/2019	186926	ISTATE TRUCK CENTER	2572757 RI	01/25/2019	PW-#9 BLACK ADJ-5.5 IN ARM;	100-31-53240-350-000	332.55
Total 186926:							745.25
<b>186927</b>							
02/08/2019	186927	JEFFERSON FIRE & SAF	IN101843	01/17/2019	FD - FLOW TESTS ON SCBAS	100-21-52200-250-000	80.00
Total 186927:							80.00
<b>186928</b>							
02/08/2019	186928	JOHN D. PREUER & ASS	2191087	01/22/2019	FD - FIRE OFFICER BOOKS	100-21-52200-320-000	247.49
02/08/2019	186928	JOHN D. PREUER & ASS	2191094	01/24/2019	FD - FIRE INSPECTOR BOOKS	100-21-52200-320-000	294.73
Total 186928:							542.22
<b>186929</b>							
02/08/2019	186929	JOHN DEERE FINANCIAL	14808-12519	01/25/2019	AIR-FUEL JAN 2019	630-35-53510-348-000	597.66
02/08/2019	186929	JOHN DEERE FINANCIAL	70107-27469	01/20/2019	PK-TRACTOR PARTS	100-52-55200-250-000	356.06
Total 186929:							953.72
<b>186930</b>							
02/08/2019	186930	JOHNSON, ANGELA	193908	01/29/2019	TR-PROPERTY TAX REFUND	910-00-21100-000	1,992.41
Total 186930:							1,992.41
<b>186931</b>							
02/08/2019	186931	KLEENMARK	178490	01/16/2019	CITY-JANITORIAL SUPPLIES	100-11-51640-340-000	692.68
02/08/2019	186931	KLEENMARK	178592	01/21/2019	CITY-CLEANING SUPPLIES	100-11-51640-340-000	465.39
02/08/2019	186931	KLEENMARK	178631	01/22/2019	FD - CLEANING SUPPLIES	100-21-51610-340-000	267.42
Total 186931:							1,425.49
<b>186932</b>							
02/08/2019	186932	LANDS END BUSINESS O	SIN7129372	02/01/2019	PD- CROMWELL UNIFORM SHI	100-20-52130-346-000	214.24
Total 186932:							214.24
<b>186933</b>							
02/08/2019	186933	LEATHERBERRY FARMS	7242	11/02/2018	PW-SAND	100-31-53350-375-000	1,320.00
02/08/2019	186933	LEATHERBERRY FARMS	7242	11/02/2018	TID #8 SAND 325 LYNN STREET	380-10-56600-390-000	4,640.60
Total 186933:							5,960.60
<b>186934</b>							
02/08/2019	186934	LEXIPOL	27622	01/15/2019	PD- LEXIPOL SUBSCRIPTION	100-20-52130-250-000	7,490.01
02/08/2019	186934	LEXIPOL	27622	01/15/2019	PD- LEXIPOL SUBSCRIPTION	100-00-16200-000	680.99
Total 186934:							8,171.00
<b>186935</b>							
02/08/2019	186935	LIFEWORKS US INC	70372	02/01/2019	ADMIN-2/1/19-4/30/19 EMPLOYE	100-14-51430-215-000	750.00

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 186935:							750.00
<b>186936</b>							
02/08/2019	186936	LODI VETERINARY HOSP	11760-20119	02/01/2019	ZOO-VET SERVICES, PIG/OWL	100-52-55410-211-000	407.88
Total 186936:							407.88
<b>186937</b>							
02/08/2019	186937	MADISON AREA TECHN	FEB2019	02/07/2019	TRE-2018 FEB TAX SETTLEMEN	910-00-24620-000	236,065.07
Total 186937:							236,065.07
<b>186938</b>							
02/08/2019	186938	MCFARLANES INC	576758	01/25/2019	ZOO-ANIMAL WARMING SUPPLI	100-52-55410-340-000	167.90
02/08/2019	186938	MCFARLANES INC	576878	01/31/2019	ZOO-BEAVR TUB	100-52-55410-340-000	26.99
02/08/2019	186938	MCFARLANES INC	576879	01/31/2019	ZOO-RETURN GOAT JACKET	100-52-55410-340-000	52.99
02/08/2019	186938	MCFARLANES INC	ES68446	01/17/2019	PK-TORO SNOWBLOWER	100-52-55200-392-000	680.00
02/08/2019	186938	MCFARLANES INC	TO71251	01/30/2019	PW-#4 TIRES MOUNTED & BAL	100-31-53240-341-000	419.14
Total 186938:							1,241.04
<b>186939</b>							
02/08/2019	186939	Moline, Jonah	012919	02/05/2019	FD - 10 YEARS 10 MOS	900-21-52200-300-000	4,069.79
Total 186939:							4,069.79
<b>186940</b>							
02/08/2019	186940	MSA PROFESSIONAL SE	350820-17	02/05/2019	ENG-325 LYNN ST PECFA & SA	380-10-56600-215-000	787.32
02/08/2019	186940	MSA PROFESSIONAL SE	350820-17A	02/05/2019	ENG-PHASE 7 325 LYNN ST PE	380-10-56600-215-000	3,798.20
Total 186940:							4,585.52
<b>186941</b>							
02/08/2019	186941	NAPA AUTO PARTS	339189	01/16/2019	PK- GATOR SOLENOID	100-52-55200-250-000	46.13
02/08/2019	186941	NAPA AUTO PARTS	339226	01/16/2019	PW-TRAILER CONN PLUG 4 (#4	100-31-53240-350-000	4.69
02/08/2019	186941	NAPA AUTO PARTS	339518	01/21/2019	PW-#11 FITTINGS	100-31-53240-350-000	34.98
02/08/2019	186941	NAPA AUTO PARTS	339581	01/21/2019	PW-#11 HOSE FITTINGS	100-31-53240-350-000	194.78
02/08/2019	186941	NAPA AUTO PARTS	339657	01/22/2019	PW-FITTING #11	100-31-53240-350-000	3.80
02/08/2019	186941	NAPA AUTO PARTS	339686	01/22/2019	PW - #11 FITTING	100-31-53240-350-000	11.79
02/08/2019	186941	NAPA AUTO PARTS	339801	01/23/2019	PW-3/4 DR IMPACT WRENCH	100-31-53240-392-000	367.50
02/08/2019	186941	NAPA AUTO PARTS	340163	01/28/2019	PW-FUEL FILTER (CAMPUS)	100-31-53240-350-000	13.91
02/08/2019	186941	NAPA AUTO PARTS	340172	01/28/2019	PW-FUEL FILTER (CAMPUS TR	100-31-53240-350-000	10.23
02/08/2019	186941	NAPA AUTO PARTS	340367	01/30/2019	PW-THERMOSTAT #82	100-31-53240-350-000	22.71
02/08/2019	186941	NAPA AUTO PARTS	340490	01/31/2018	PW-HYD HOSE FITTINGS (STO	100-31-53240-350-000	35.80
02/08/2019	186941	NAPA AUTO PARTS	340851	02/04/2019	PW-HOSE; FITTING; AIR & OR	100-31-53240-350-000	18.15
Total 186941:							764.47
<b>186942</b>							
02/08/2019	186942	NC WI STORMWATER CO	2019-1	01/15/2019	ENG-2019 COMMUNITY CONTRI	950-36-85000-320-000	1,250.00
Total 186942:							1,250.00
<b>186943</b>							
02/08/2019	186943	NEOPOST USA INC.	56422449	01/21/2019	CLK-2019 RENTAL/MAINTENAN	100-11-51420-343-000	98.40

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
02/08/2019	186943	NEOPOST USA INC.	56422449	01/21/2019	ADMIN-2019 RENTAL/MAINTEN	100-14-51400-343-000	98.40
02/08/2019	186943	NEOPOST USA INC.	56422449	01/21/2019	PD-2019 RENTAL/MAINTENANC	100-20-52130-343-000	98.40
02/08/2019	186943	NEOPOST USA INC.	56422449	01/21/2019	FD-2019 RENTAL/MAINTENANC	100-21-52200-343-000	98.40
02/08/2019	186943	NEOPOST USA INC.	56422449	01/21/2019	ENG-2019 RENTAL/MAINTENAN	100-30-53100-343-000	98.40
Total 186943:							492.00
<b>186944</b>							
02/08/2019	186944	NIGHTLOCK	5753	01/14/2019	PD- NIGHTLOCK TOOLS	100-20-52110-392-000	50.00
Total 186944:							50.00
<b>186945</b>							
02/08/2019	186945	OFFICE DEPOT INC	2563874810	01/09/2019	ADMIN-FOLDERS	100-14-51400-310-000	9.06
02/08/2019	186945	OFFICE DEPOT INC	2563874810	01/09/2019	MAYOR-MARKERS	100-10-51410-310-000	8.37
02/08/2019	186945	OFFICE DEPOT INC	2563874810	01/09/2019	CITY-COPY PAPER	100-11-51500-340-000	63.98
02/08/2019	186945	OFFICE DEPOT INC	2572742650	01/10/2019	CLK-ADDING MACHINE	100-11-51500-310-000	80.74
02/08/2019	186945	OFFICE DEPOT INC	25751190300	01/10/2019	FIN-DIVIDERS, STAMP INK	100-11-51500-310-000	21.96
02/08/2019	186945	OFFICE DEPOT INC	2581639530	01/11/2019	PD- DVDS	100-20-52130-310-000	66.44
02/08/2019	186945	OFFICE DEPOT INC	2581652670	01/11/2019	PD- DVD SLEEVES	100-20-52130-310-000	27.48
02/08/2019	186945	OFFICE DEPOT INC	2581652680	01/14/2019	PD- BROWN PACKAGING TAPE	100-20-52130-310-000	6.98
02/08/2019	186945	OFFICE DEPOT INC	2658588570	01/28/2019	FD - PRINTER SUPPLIES	100-21-52200-310-000	277.70
Total 186945:							562.71
<b>186946</b>							
02/08/2019	186946	PEI - PERSONNEL EVALU	31029	01/31/2019	PD- PEP TEST (2) CANDIDATES	100-20-52110-215-000	40.00
Total 186946:							40.00
<b>186947</b>							
02/08/2019	186947	POINTON HEATING & AIR	0007854700	01/25/2019	ZOO-MONKEY HOUSE FURNAC	100-52-55410-260-000	127.50
Total 186947:							127.50
<b>186948</b>							
02/08/2019	186948	QUILL CORPORATION	4395215	01/18/2019	CC-TOWELDISPENSORS & TO	100-52-55130-340-000	179.89
02/08/2019	186948	QUILL CORPORATION	4470479	01/22/2019	CC-CLIPBOARDS	100-52-55130-310-000	53.76
02/08/2019	186948	QUILL CORPORATION	4470479	01/22/2019	CC-KLEENEX	100-52-55130-340-000	29.97
02/08/2019	186948	QUILL CORPORATION	4545631	01/24/2019	CC-FOLDING CHAIRS, MASKIN	100-52-55130-340-000	140.91
02/08/2019	186948	QUILL CORPORATION	4545631	01/24/2019	CC-TIMECARDS	100-52-55200-340-000	34.99
Total 186948:							439.52
<b>186949</b>							
02/08/2019	186949	RECONEX INC	5291D	01/30/2019	ENG-325 LYNN STREET12/18 - 1	380-10-56600-270-000	35,534.25
02/08/2019	186949	RECONEX INC	5291D	01/30/2019	ENG-325 LYNN STREET1/1/19 -	380-10-56600-270-000	2,277.50
Total 186949:							37,811.75
<b>186950</b>							
02/08/2019	186950	ROUTE 961 TRAINING &	1029	01/17/2019	PD-OAKESON MARCH 1 RIPON	100-20-52110-320-000	100.00
Total 186950:							100.00

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
186951							
02/08/2019	186951	RUNNING INC	20215	02/06/2019	TAXI-JAN 2019 SHARED RIDE	230-11-53500-290-000	48,567.36
02/08/2019	186951	RUNNING INC	20215	02/06/2019	TAXI-JAN 2019 FARE REV	230-11-46399-000	26,163.50
Total 186951:							22,403.86
186952							
02/08/2019	186952	SAUK COUNTY TREASU	FEB2019	02/07/2019	TRE-FEB SETTLEMENT 2018	910-00-24310-000	1,132,097.08
02/08/2019	186952	SAUK COUNTY TREASU	FEB2019	02/07/2019	TRE-FEB SETTLEMENT 2018	910-00-24350-000	32.64
Total 186952:							1,132,129.72
186953							
02/08/2019	186953	SHIMON, JEFFERY	01092019	01/09/2019	PD-WALMART-SHIRT,PANT,TIE	100-20-52120-346-000	264.91
Total 186953:							264.91
186954							
02/08/2019	186954	SUNRISE PROPERTY CA	7734	01/10/2019	PD-SNOW REMOVAL ZASTROW	100-31-53350-270-000	40.60
Total 186954:							40.60
186955							
02/08/2019	186955	SUPREME AWARDS	047514	01/11/2019	REC-WINTERFEST AWARDS	870-53-55300-300-000	37.20
Total 186955:							37.20
186956							
02/08/2019	186956	SWIDERSKI EQUIPMENT	IE65012	01/21/2019	AIR-SWIVEL SNOW WHEEL	630-35-53510-250-000	1,795.00
Total 186956:							1,795.00
186957							
02/08/2019	186957	TASC	IN1442160	02/15/2019	ADMINISTRATION FEES	100-00-15610-000	11.06
02/08/2019	186957	TASC	IN1442160	02/15/2019	ADMINISTRATION FEES	100-00-15640-000	3.10
02/08/2019	186957	TASC	IN1442160	02/15/2019	ADMINISTRATION FEE	100-11-51420-136-000	5.31
02/08/2019	186957	TASC	IN1442160	02/15/2019	ADMINISTRATION FEE	100-11-51500-136-000	5.31
02/08/2019	186957	TASC	IN1442160	02/15/2019	ADMINISTRATION FEE	100-14-51400-136-000	10.62
02/08/2019	186957	TASC	IN1442160	02/15/2019	ADMINISTRATION FEE	100-20-52110-136-000	31.86
02/08/2019	186957	TASC	IN1442160	02/15/2019	ADMINISTRATION FEE	100-31-53230-136-000	26.55
02/08/2019	186957	TASC	IN1442160	02/15/2019	ADMINISTRATION FEE	100-51-55110-136-000	26.55
02/08/2019	186957	TASC	IN1442160	02/15/2019	ADMINISTRATION FEE	100-52-55200-136-000	21.24
02/08/2019	186957	TASC	IN1442160	02/15/2019	ADMINISTRATION FEES	950-36-85000-136-000	1.77
02/08/2019	186957	TASC	IN1442160	02/15/2019	ADMINISTRATION FEES	100-20-52130-136-000	5.31
02/08/2019	186957	TASC	IN1442160	02/15/2019	ADMINISTRATION FEE	100-20-52110-136-000	10.62
02/08/2019	186957	TASC	IN1442160	02/15/2019	ADMINISTRATION FEE	100-31-53230-136-000	10.62
02/08/2019	186957	TASC	IN1442160	02/15/2019	ADMINISTRATION FEE	100-51-55110-136-000	21.24
02/08/2019	186957	TASC	IN1442160	02/15/2019	ADMINISTRATION FEE	100-52-55200-136-000	21.24
Total 186957:							148.68
186958							
02/08/2019	186958	TOWN OF DELTON	01152019	01/15/2019	AIR- STREET LIGHTING 2018	630-35-53510-222-000	266.70
Total 186958:							266.70

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
186959							
02/08/2019	186959	Truck Country of WI Inc	X201573943:	01/22/2019	PW-#20; BLOWER ASSY, MOTO	100-31-53240-350-000	146.40
Total 186959:							146.40
186960							
02/08/2019	186960	ULINE	104796750	01/10/2019	PD- SMALL TOTES FOR EVIDEN	100-20-52120-392-000	194.35
Total 186960:							194.35
186961							
02/08/2019	186961	UNIVERSAL TRUCK EQUI	48672	02/04/2019	PW - PLOW TRUCK #12	100-31-53350-814-000	77,713.00
02/08/2019	186961	UNIVERSAL TRUCK EQUI	48673	02/04/2019	PW-#8 SPINNER	100-31-53240-350-000	464.50
Total 186961:							78,177.50
186962							
02/08/2019	186962	VERIZON WIRELESS	9822848550	01/23/2019	FORESTRY-TABLET WIFI FEB	100-52-56110-250-000	40.01
02/08/2019	186962	VERIZON WIRELESS	9822875360	01/23/2019	PD- SQUAD MODEMS (12)	100-20-52110-270-000	440.21
02/08/2019	186962	VERIZON WIRELESS	9822875360	01/23/2019	PD- SQUAD PHONE SERVICE	100-20-52110-220-000	426.51
Total 186962:							906.73
186963							
02/08/2019	186963	WALDSCHMIDT AND SON	52592	01/15/2019	ZOO-ANIMAL FEED	100-52-55410-342-000	154.86
Total 186963:							154.86
186964							
02/08/2019	186964	WALMART	70107-27469	01/20/2019	REC-BOARD GAME SNACKS	100-53-55300-340-161	14.90
Total 186964:							14.90
186965							
02/08/2019	186965	WEAVER AUTO PARTS-B	10IN044385	01/23/2019	PW-BLOWER MOTOR CAMPUS	100-31-53240-350-000	49.83
02/08/2019	186965	WEAVER AUTO PARTS-B	10IN044386	01/23/2019	PW-WINPER BLADES	100-31-53240-350-000	52.80
02/08/2019	186965	WEAVER AUTO PARTS-B	10IN044387	01/23/2019	PW-WASHER SOLVENT	100-31-53240-340-000	77.40
02/08/2019	186965	WEAVER AUTO PARTS-B	10IN044388	01/23/2019	PW-190Z BRAKLEEN	100-31-53240-340-000	55.20
02/08/2019	186965	WEAVER AUTO PARTS-B	10IN044404	01/23/2019	PW-BLOWER MOTOR RESISTO	100-31-53240-350-000	17.23
02/08/2019	186965	WEAVER AUTO PARTS-B	10IN044406	01/24/2019	PW-WIPER BLADES	100-31-53240-350-000	79.20
02/08/2019	186965	WEAVER AUTO PARTS-B	10IN044476	01/26/2019	PW- DIESEL QUICK FLOW	100-31-53240-348-000	127.20
02/08/2019	186965	WEAVER AUTO PARTS-B	10IN044591	01/31/2019	PW-WIPER BLADE	100-31-53240-350-000	39.60
02/08/2019	186965	WEAVER AUTO PARTS-B	10IN044592	01/31/2019	PW-WOLFSHEAD OIL, GAS	100-31-53240-348-000	88.20
Total 186965:							586.66
186966							
02/08/2019	186966	WICHNER, MARK	REIMB21001	02/06/2019	PD-PANTS, BOOTS, FLASHLIGH	100-20-52110-346-000	243.88
Total 186966:							243.88
186967							
02/08/2019	186967	WRPQ RADIO	19010082	01/31/2019	CITY- JAN 2019 CABLE CHANNE	100-10-55370-215-000	2,666.67
Total 186967:							2,666.67

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
186968							
02/08/2019	186968	ZOOLOGICAL REGISTRA	4112	01/30/2019	ZOO-SPINOSO MEMBERSHIP	100-52-55410-320-000	35.00
Total 186968:							35.00
7001896							
02/08/2019	7001896	BRUCE MUNICIPAL EQUI	P08701	10/18/2018	STWTR-#49 ASSY HYD TUBE	950-36-81000-350-000	165.83
02/08/2019	7001896	BRUCE MUNICIPAL EQUI	P08875	11/06/2018	STWTR-CREDIT TUBE ASSY #4	950-36-81000-350-000	179.85-
02/08/2019	7001896	BRUCE MUNICIPAL EQUI	P08963	11/15/2018	SW-#49 SPROCKET, DRIVE CHA	950-36-81000-350-000	66.04
Total 7001896:							52.02
7001897							
02/08/2019	7001897	CAPITAL NEWSPAPERS	1611869	01/18/2019	ENG-PUB HEARING-OAK PARK	100-22-56400-210-000	40.52
02/08/2019	7001897	CAPITAL NEWSPAPERS	1611890	01/18/2019	ENG-PUB HRG-ZONING-CONDI	100-22-56400-210-000	37.37
02/08/2019	7001897	CAPITAL NEWSPAPERS	1611973	01/18/2019	CITY-12/11/18 COUNCIL MINUTE	100-10-51100-210-000	17.24
Total 7001897:							95.13
7001898							
02/08/2019	7001898	GLACIER VALLEY FORD I	91064	01/09/2019	PD- #40 RELACE SPARK PLUGS	100-20-52110-240-000	87.04
02/08/2019	7001898	GLACIER VALLEY FORD I	91205	01/16/2019	PD- #49 OIL CHANGE & TIRES	100-20-52110-240-000	40.23
02/08/2019	7001898	GLACIER VALLEY FORD I	91312	01/22/2019	PD- #47 OIL CHANGE & TIRES	100-20-52110-240-000	63.03
Total 7001898:							190.30
7001899							
02/08/2019	7001899	GORDON FLESCH	IN12490893	01/15/2019	FD - MONTHLY COPIES	100-21-52200-310-000	47.40
Total 7001899:							47.40
7001900							
02/08/2019	7001900	LARK UNIFORM INC.	277602	01/02/2019	PD-ERHARDT EXTERNAL VEST	100-20-52110-392-000	225.90
02/08/2019	7001900	LARK UNIFORM INC.	282074	01/11/2019	PD- CREIGHTON ERT SHIRT &	100-20-52110-346-000	122.90
02/08/2019	7001900	LARK UNIFORM INC.	282075	01/11/2019	PD- GILBERT ERT PANTS	100-20-52110-346-000	69.99
02/08/2019	7001900	LARK UNIFORM INC.	282097	01/11/2019	PD- BURCH UNIF SHIRT, BASE	100-20-52110-346-000	86.94
02/08/2019	7001900	LARK UNIFORM INC.	282638	01/19/2019	PD- DORNER UNIFORM SHIRT	100-20-52110-346-000	48.95
Total 7001900:							554.68
7001901							
02/08/2019	7001901	LAWSON PRODUCTS INC	9306412466	01/15/2019	PW - MACHINERY AND EQUIP.	100-31-53240-350-000	256.38
02/08/2019	7001901	LAWSON PRODUCTS INC	9306414503	01/15/2019	PW - SAFETY	100-31-53230-319-000	86.79
02/08/2019	7001901	LAWSON PRODUCTS INC	9306414503	01/15/2019	PW - MACHINERY AND EQUIP.	100-31-53240-350-000	1,178.40
02/08/2019	7001901	LAWSON PRODUCTS INC	9306441316	01/25/2019	PW - SIGNS	100-31-53300-364-000	51.99
Total 7001901:							1,573.56
7001902							
02/08/2019	7001902	MENARDS - BARABOO	00242-31900	01/17/2019	PW-2-1/2 GALLON KEROSENE	100-31-53240-340-000	79.96
02/08/2019	7001902	MENARDS - BARABOO	0032-319002	01/14/2019	CITY-ZEP CALCIUM LIME RUST,	100-11-51640-350-000	27.12
02/08/2019	7001902	MENARDS - BARABOO	00337-31900	01/18/2019	ZOO-DOOR LATCH,TRAPS & SU	100-52-55410-340-000	30.43
02/08/2019	7001902	MENARDS - BARABOO	00362-31900	01/18/2019	ZOO-POND LINER. SUPPLIES	100-52-55410-340-000	46.86
02/08/2019	7001902	MENARDS - BARABOO	00624-31900	01/21/2019	ZOO-REPAIR ITEMS, HEATED M	100-52-55410-340-000	139.36
02/08/2019	7001902	MENARDS - BARABOO	00624-31900	01/21/2019	ZOO-ANIMAL TREATS	100-52-55410-342-000	14.99
02/08/2019	7001902	MENARDS - BARABOO	00699-31900	01/22/2019	CC-MAINT SUPPLIES	100-52-55130-340-000	44.82

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
02/08/2019	7001902	MENARDS - BARABOO	00729-31900	01/22/2019	CC-WD-40, ANCHORS	100-52-55130-350-000	13.66
02/08/2019	7001902	MENARDS - BARABOO	00813-31900	01/23/2019	CITY-XMAS TREE/DECORATION	100-11-51640-340-000	165.92
02/08/2019	7001902	MENARDS - BARABOO	00993-31900	01/25/2019	FD - SHOVEL,BROOMS AND GA	100-21-52200-340-000	66.83
02/08/2019	7001902	MENARDS - BARABOO	01481-31900	01/31/2019	CC-ROUTER WIRING	100-52-55130-350-000	10.02
02/08/2019	7001902	MENARDS - BARABOO	1187-319005	01/28/2019	PW-48" 32W 6500K T8 12PK	100-31-53270-340-000	35.98
02/08/2019	7001902	MENARDS - BARABOO	347-3190027	01/18/2019	FD CO2 ALARMS	100-21-52200-340-400	102.94
02/08/2019	7001902	MENARDS - BARABOO	347-3190027	01/18/2019	FD - TAPE MEASURES	100-21-52200-350-000	8.38
02/08/2019	7001902	MENARDS - BARABOO	99762-31900	01/11/2019	PD- KEYPAD COMBO LOCK, LA	100-20-52110-340-000	110.37
02/08/2019	7001902	MENARDS - BARABOO	99770-31900	01/11/2019	PD- RETURN KEYPAD COMBO	100-20-52110-340-000	99.00-
02/08/2019	7001902	MENARDS - BARABOO	99771-31900	01/11/2019	PD- KEYPAD LOCK FOR IMPOU	100-20-52110-392-000	109.00
Total 7001902:							907.64
<b>7001903</b>							
02/08/2019	7001903	PAUL CONWAY SHIELDS	0434143	01/16/2019	FD - BOOTS FOR FICHTER	100-21-52200-346-400	350.00
Total 7001903:							350.00
<b>7001904</b>							
02/08/2019	7001904	STAFFORD ROSENBAUM	1218793	01/15/2019	ATTY-LGL SERVICES PFAFF	720-11-51493-510-000	280.50
Total 7001904:							280.50
<b>7001905</b>							
02/08/2019	7001905	TAPCO TRAFFIC & PARKI	1625251	01/04/2019	PW-FREIGHT-RETURNED LED	100-31-53300-365-000	22.91
02/08/2019	7001905	TAPCO TRAFFIC & PARKI	1625752	01/10/2019	PW-LED 12" COMBO PED	100-31-53300-364-000	273.51
02/08/2019	7001905	TAPCO TRAFFIC & PARKI	1626004	01/15/2019	PW-RESERVED PARKING (HAN	100-31-53300-365-000	367.90
02/08/2019	7001905	TAPCO TRAFFIC & PARKI	1626929	01/24/2019	PW-PUSH BUTTON FOR WALK	100-31-53300-365-000	82.20
Total 7001905:							746.52
Grand Totals:							4,058,206.79

FINANCE COMMITTEE APPROVAL:

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Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>186872</b>							
01/31/2019	186872	ALLIANT ENERGY	5140750-010	01/09/2019	FD - ALMA WAITE ANNEX ELEC	100-21-51620-222-000	135.03
01/31/2019	186872	ALLIANT ENERGY	5140750-010	01/09/2019	FD - ALMA WAITE JUL 18 ANNE	100-21-51610-222-000	13.67
01/31/2019	186872	ALLIANT ENERGY	576613-0114	01/14/2019	PK-MRE FIELD ELECTRIC	100-52-55200-222-000	26.77
01/31/2019	186872	ALLIANT ENERGY	678504-0114	01/14/2019	PK-MRE ELECTRIC	100-52-55200-222-000	33.72
01/31/2019	186872	ALLIANT ENERGY	837782-0114	01/14/2019	ZOO-ELECTRIC	100-52-55410-222-000	841.92
01/31/2019	186872	ALLIANT ENERGY	837782-0114	01/14/2019	ZOO-HEAT	100-52-55410-223-000	388.37
01/31/2019	186872	ALLIANT ENERGY	879382-0114	01/14/2019	PK-RIDGE SHELTER ELECTRIC	100-52-55200-222-000	28.35
01/31/2019	186872	ALLIANT ENERGY	981964-0114	01/14/2019	ZOO-AVIARY ELECTRIC	100-52-55410-222-000	185.03
Total 186872:							1,652.86
<b>186873</b>							
01/31/2019	186873	BARABOO STATE BANK	020118 PRIN	01/17/2019	CITY-2013B 1545 PRINCIPAL	300-10-58110-610-132	125,000.00
01/31/2019	186873	BARABOO STATE BANK	020119 INT	01/24/2019	CITY-2013A/B 1545/2660 INTER	300-10-58210-620-132	7,944.38
01/31/2019	186873	BARABOO STATE BANK	020119 INT	01/24/2019	CITY-2013A/B 1545/2660 INTER	370-10-58210-620-131	4,933.75
01/31/2019	186873	BARABOO STATE BANK	020119 INT	01/24/2019	CITY-2013A/B 1545/2660 INTER	380-10-58210-620-131	13,475.00
01/31/2019	186873	BARABOO STATE BANK	020119 INT	01/24/2019	CITY-2013A/B 1545/2660 INTER	370-00-11400-000	4,933.75
01/31/2019	186873	BARABOO STATE BANK	020119 INT	01/24/2019	CITY-2013A/B 1545/2660 INTER	370-00-11110-000	4,933.75
01/31/2019	186873	BARABOO STATE BANK	020119 INT	01/24/2019	CITY-2013A/B 1545/2660 INTER	380-00-11400-000	13,475.00
01/31/2019	186873	BARABOO STATE BANK	020119 INT	01/24/2019	CITY-2013A/B 1545/2660 INTER	380-00-11110-000	13,475.00
Total 186873:							151,353.13
<b>186874</b>							
01/31/2019	186874	BARABOO WALNUT HILL	01102019	01/10/2019	CITY-2019 FUNDS FOR CEMETA	100-10-54910-720-000	29,000.00
Total 186874:							29,000.00
<b>186875</b>							
01/31/2019	186875	ISTATE TRUCK CENTER	2567328 RI	12/28/2018	PW-#10 REMAN MOTOR; CORE	100-31-53240-350-000	415.14
Total 186875:							415.14
<b>186876</b>							
01/31/2019	186876	MSA PROFESSIONAL SE	350330-40	01/16/2019	ENG-BARABOOLANDFILL MONI	100-31-53630-215-000	910.23
Total 186876:							910.23
<b>186877</b>							
01/31/2019	186877	PIERCES EXPRESS MAR	08060-12311	12/31/2018	ZOO - ANIMAL FEED	100-52-55410-342-000	101.81
Total 186877:							101.81
<b>186878</b>							
01/31/2019	186878	REEDSBURG UTILITY CO	26578-01201	01/20/2019	CITY- FEB 2019 INTERNET	100-10-51450-250-000	289.95
Total 186878:							289.95
<b>186879</b>							
01/31/2019	186879	SSM HEALTHCARE OF W	1218335009	01/03/2019	PD- ERHARDT BLOOD TEST	100-20-52110-215-000	44.40
Total 186879:							44.40
<b>186880</b>							
01/31/2019	186880	US CELLULAR	0288442202	01/08/2019	MAYOR-DEC 2018 CELL PHONE	100-10-51410-220-000	42.50

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
01/31/2019	186880	US CELLULAR	0288442202	01/08/2019	ADMIN-DEC 2018 CELL PHONE	100-14-51400-220-000	38.50
01/31/2019	186880	US CELLULAR	0288442202	01/08/2019	CLK-JAN CELL PHONE	100-11-51640-220-000	6.10
01/31/2019	186880	US CELLULAR	0288442202	01/08/2019	WATER-JAN19 WADE- CELL PH	100-00-15640-000	39.00
01/31/2019	186880	US CELLULAR	0288442202	01/08/2019	CDA-JAN CELL PHONE	100-00-15980-000	38.50
01/31/2019	186880	US CELLULAR	0288442202	01/08/2019	FD-JAN CELL PHONE	100-21-52200-220-000	132.95
01/31/2019	186880	US CELLULAR	0288442202	01/08/2019	ENG-JAN CELL PHONE	100-30-53100-220-000	38.50
01/31/2019	186880	US CELLULAR	0288442202	01/08/2019	PD-JAN 2018 CELL PHONE	100-20-52110-220-000	235.09
01/31/2019	186880	US CELLULAR	0288442202	01/08/2019	PD - SCHAUF GALAXY S8	100-20-52110-220-000	132.48
01/31/2019	186880	US CELLULAR	0288442202	01/08/2019	CC-JAN CELL PHONE	100-52-55130-220-000	2.50
01/31/2019	186880	US CELLULAR	0288442202	01/08/2019	ZOO-JAN19 CELL PHONE	100-52-55410-220-000	.54
Total 186880:							706.66
<b>186881</b>							
01/31/2019	186881	VOYAGER FLEET SYSTE	86925-1835-	01/08/2019	ENG-DEC 2018 FUEL	100-30-53100-348-000	65.26
01/31/2019	186881	VOYAGER FLEET SYSTE	86925-1835-	01/08/2019	FD-DEC 2018 FUEL	100-21-52200-348-000	640.86
01/31/2019	186881	VOYAGER FLEET SYSTE	86925-1835-	01/08/2019	PD-DEC 2018 FUEL	100-20-52110-348-000	2,542.23
01/31/2019	186881	VOYAGER FLEET SYSTE	86925-1835-	01/08/2019	PK-DEC 2018 FUEL	100-52-55200-348-000	177.80
01/31/2019	186881	VOYAGER FLEET SYSTE	86925-1835-	01/08/2019	PW-DEC '18 MACHINERY & EQU	100-31-53240-348-000	892.72
01/31/2019	186881	VOYAGER FLEET SYSTE	86925-1835-	01/08/2019	PW-DEC -18 STREET MAINT FU	100-31-53300-348-000	787.75
01/31/2019	186881	VOYAGER FLEET SYSTE	86925-1835-	01/08/2019	PW-DEC '18 SNOW & ICE FUEL	100-31-53350-348-000	1,601.69
01/31/2019	186881	VOYAGER FLEET SYSTE	86925-1835-	01/08/2019	PW-DEC '18 TREES & BRUSH F	100-31-53370-348-000	593.54
01/31/2019	186881	VOYAGER FLEET SYSTE	86925-1835-	01/08/2019	PW-DEC '18 GARBAGE FUEL	100-31-53620-348-000	1,178.83
01/31/2019	186881	VOYAGER FLEET SYSTE	86925-1835-	01/08/2019	PW-DEC '18 RECYCLING FUEL	100-31-53635-348-000	1,115.93
Total 186881:							9,596.61
<b>186882</b>							
01/31/2019	186882	WCCU CREDIT UNION	189373	01/21/2019	TRE-OVERPAYMENT WARREN	910-00-21100-000	2,034.29
Total 186882:							2,034.29
<b>7001894</b>							
01/31/2019	7001894	GLACIER VALLEY FORD I	89093	09/25/2018	PD- SQUAD 40 OIL CHANGE & F	100-20-52110-240-000	46.61
Total 7001894:							46.61
<b>7001895</b>							
01/31/2019	7001895	SCHUMACHER ELEVATO	90456746	12/01/2018	CC-ANNUAL ELEVATOR MAINT	100-52-55130-260-000	1,455.00
Total 7001895:							1,455.00
Grand Totals:							197,606.69

FINANCE COMMITTEE APPROVAL:

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Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>15984</b>						
01/22/2019	JFTCO INC	W295615	01/02/2019	WA-MINI EXCAVATOR-CATERPILLAR	970-37-95000-814-000	81,870.00
01/22/2019	JFTCO INC	W295615	01/02/2019	WA-MINI EXCAVATOR-CATERPILLAR	970-37-95000-899-000	81,870.00
01/22/2019	JFTCO INC	W295615	01/02/2019	WA-MINI EXCAVATOR-CATERPILLAR	970-96-10396-001	81,870.00
Total 15984:						81,870.00
<b>15985</b>						
01/22/2019	REGISTRATION FEE TRUST	U2019FRTL	01/22/2019	UTIL-TITLE FEE-2019 JET VAC	960-36-83100-250-000	34.75
01/22/2019	REGISTRATION FEE TRUST	U2019FRTL	01/22/2019	UTIL-TITLE FEE-2019 JET VAC	950-36-83100-250-000	34.75
Total 15985:						69.50
<b>15986</b>						
01/22/2019	US POSTAL SERVICE	U1/2019	01/22/2019	UTIL-PAST DUES-QTR #4, 2018	950-36-84000-343-000	272.75
01/22/2019	US POSTAL SERVICE	U1/2019	01/22/2019	UTIL-PAST DUES-QTR #4, 2018	960-36-85100-343-000	201.32
01/22/2019	US POSTAL SERVICE	U1/2019	01/22/2019	UTIL-PAST DUES-QTR #4, 2018	970-37-90300-343-000	201.32
Total 15986:						675.39
<b>15987</b>						
01/28/2019	WESTBY COOPERATIVE	S012819	01/28/2019	SE-NEW EQUIP REPLACEMT CD-13 M	960-96-10128-001	100,000.00
Total 15987:						100,000.00
<b>15988</b>						
01/31/2019	ALLIANT ENERGY	S193345JAN	01/16/2019	SEWER-MANCHESTER SLUDGE	960-36-82710-222-000	192.68
01/31/2019	ALLIANT ENERGY	S212453JAN	01/16/2019	SEWER-POTTER ST LIFTSTATION	960-36-83200-222-000	33.18
01/31/2019	ALLIANT ENERGY	S295931JAN	01/10/2019	SEWER-8TH ST GRINDER PUMP	960-36-83200-222-000	18.55
01/31/2019	ALLIANT ENERGY	S608212JAN	01/11/2019	SEWER-MANCHESTER CONTROL	960-36-82100-222-000	8,202.26
01/31/2019	ALLIANT ENERGY	S608212JAN	01/11/2019	SEWER-MANCHESTER CONTROL	960-36-82710-222-000	345.60
01/31/2019	ALLIANT ENERGY	S871720JAN	01/16/2019	SEWER-HEADWORKS BLDG	960-36-82200-222-000	159.93
01/31/2019	ALLIANT ENERGY	S906253JAN	01/10/2019	SEWER-ST RD 33 LIFTSTATION	960-36-83200-222-000	72.30
01/31/2019	ALLIANT ENERGY	W379642JA	01/14/2019	WATER-WELL NO. 7-801 GALL RD	970-37-62300-222-000	2,651.74
01/31/2019	ALLIANT ENERGY	W379642JA	01/14/2019	WATER-WELL NO. 7-801 GALL RD	970-37-66500-223-000	105.09
01/31/2019	ALLIANT ENERGY	W978710JA	01/14/2019	WATER-WELL NO. 2-722 HILL ST	970-37-62300-222-000	724.65
Total 15988:						12,505.98
<b>15989</b>						
01/31/2019	AQUACHEM OF AMERICA INC	S4027AQ	01/22/2019	SE-POLYMER-2300 LB TOTE LESS 1/3	960-36-82500-345-000	2,016.88
Total 15989:						2,016.88
<b>15990</b>						
01/31/2019	BADGER GRAPHIC SYSTEMS	U1672048	01/22/2019	UTIL-LASER BILLS (23,322)	950-36-84000-310-000	433.96
01/31/2019	BADGER GRAPHIC SYSTEMS	U1672048	01/22/2019	UTIL-LASER BILLS (23,322)	960-36-85100-310-000	433.96
01/31/2019	BADGER GRAPHIC SYSTEMS	U1672048	01/22/2019	UTIL-LASER BILLS (23,322)	970-37-90300-310-000	433.96
Total 15990:						1,301.88
<b>15991</b>						
01/31/2019	CARDMEMBER SERVICE	U01142019	01/14/2019	WATER-DNR SAMPLE MAILING	970-37-64300-343-000	29.70
01/31/2019	CARDMEMBER SERVICE	U01142019	01/14/2019	UTIL-FOREVER STAMPS (2,000)	970-37-90300-343-000	333.34
01/31/2019	CARDMEMBER SERVICE	U01142019	01/14/2019	UTIL-FOREVER STAMPS (2,000)	960-36-85100-343-000	333.33
01/31/2019	CARDMEMBER SERVICE	U01142019	01/14/2019	UTIL-FOREVER STAMPS (2,000)	950-36-84000-343-000	333.33

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 15991:						1,029.70
<b>15992</b>						
01/31/2019	CENTRAL STATES WEA-WI	S2212019	01/31/2019	SE-GOVT AFFAIRS-PETERSON/DORO	960-36-85100-320-000	160.00
Total 15992:						160.00
<b>15993</b>						
01/31/2019	CENTURY SPRINGS	S4867347	01/24/2019	SE-LAB DISTILLED WATER #13998	960-36-82700-340-000	45.50
Total 15993:						45.50
<b>15994</b>						
01/31/2019	CENTURYLINK	S301299619	01/17/2019	SE-PHONE/INTERNET #301299619	960-36-85100-220-000	40.56
01/31/2019	CENTURYLINK	S301299619	01/17/2019	SE-PHONE/INTERNET #301299619	960-36-85100-250-000	63.94
01/31/2019	CENTURYLINK	W301217861	01/17/2019	WATER-PHONE-ACCT 301217861	970-37-66500-220-000	6.76
01/31/2019	CENTURYLINK	W301217861	01/17/2019	WATER-PHONE-ACCT 301217861	970-37-92100-220-000	6.76
Total 15994:						118.02
<b>15995</b>						
01/31/2019	CINTAS CORPORATION #015K	S401477751	01/08/2019	SEWER-TOWELS-WASTE PLNT	960-36-85600-390-000	9.85
01/31/2019	CINTAS CORPORATION #015K	S401547548	01/22/2019	SEWER-TOWELS-WASTE PLNT	960-36-85600-390-000	9.85
01/31/2019	CINTAS CORPORATION #015K	W401477751	01/08/2019	WATER-TOWELS-WATER UTLY	970-37-66500-340-000	10.76
01/31/2019	CINTAS CORPORATION #015K	W401547553	01/22/2019	WATER-TOWELS-WATER UTLY	970-37-66500-340-000	10.76
Total 15995:						41.22
<b>15996</b>						
01/31/2019	CITY OF BARABOO	U-UP2018PA	01/31/2019	SE-UNFUNDED PENSION PAYOFF-20	960-96-20242-301	5,486.29
01/31/2019	CITY OF BARABOO	U-UP2018PA	01/31/2019	WA-UNFUNDED PENSION PAYOFF-20	970-96-20242-301	20,694.53
Total 15996:						26,180.82
<b>15997</b>						
01/31/2019	CITY OF BARABOO-STORMWA	STJAN2019	01/31/2019	STORMWATER-JAN 2019 RECEIPTS	970-37-40419-001	2.48
01/31/2019	CITY OF BARABOO-STORMWA	STJAN2019	01/31/2019	STORMWATER-JAN 2019 RECEIPTS	999-00-10005-000	154,990.51
Total 15997:						154,992.99
<b>15998</b>						
01/31/2019	CORE & MAIN LP	W-K000823	01/10/2019	WATER-METER COUPLINGS 1/2"	970-96-10346-101	407.60
01/31/2019	CORE & MAIN LP	W-K000823	01/10/2019	WATER-METERS: 5/8" IPERL	970-96-10346-101	1,453.12
01/31/2019	CORE & MAIN LP	W-K000823	01/10/2019	WATER-METER SCREWS: 5/8"	970-96-10346-101	85.76
01/31/2019	CORE & MAIN LP	W-K000833	01/09/2019	WATER-INVENTORY-ACCT 97801	970-96-10154-001	321.00
01/31/2019	CORE & MAIN LP	W-K000833	01/09/2019	WATER-METER COUPLINGS 1/2"	970-96-10346-101	234.37
01/31/2019	CORE & MAIN LP	W-K028072	01/15/2019	WATER-METERS: 5/8" IPERL	970-96-10346-101	920.00
01/31/2019	CORE & MAIN LP	W-K028072	01/15/2019	WA-PRICE ADJ-METER SCREWS (1/10	970-96-10346-101	85.76
01/31/2019	CORE & MAIN LP	W-K028072	01/15/2019	WA-PRICE ADJ-METERS: 5/8" (1/10/19)	970-96-10346-101	1,453.12
Total 15998:						1,882.97
<b>15999</b>						
01/31/2019	FASTENAL COMPANY	S-WIBAR207	01/03/2019	SE-RIVETS/WASHERS/ANCHORS-WIB	960-36-83400-260-000	141.16
01/31/2019	FASTENAL COMPANY	W-WIBAR20	01/11/2019	WA-SCREWS: LG METER TESTING	970-37-66300-340-000	19.78

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
01/31/2019	FASTENAL COMPANY	W-WIBAR20	01/15/2019	WA-SCREWS: LG METER TESTING	970-37-66300-340-000	39.56
01/31/2019	FASTENAL COMPANY	W-WIBAR20	01/15/2019	WA-HOOKS: MINI EXCAVATOR	970-37-93200-250-000	66.39
01/31/2019	FASTENAL COMPANY	W-WIBAR20	01/24/2019	WATER-TIE DOWNS: MINI EXCAVATO	970-37-93200-250-000	43.06
Total 15999:						309.95
<b>16000</b>						
01/31/2019	FIRST SUPPLY LLC MADISON	W11494224	01/04/2019	WA-CHLORINE LINE PARTS@WELL #	970-37-65200-250-000	52.21
01/31/2019	FIRST SUPPLY LLC MADISON	W11494382	01/11/2019	WA-CHLORINE LINE PARTS@WELL #	970-37-65200-250-000	130.78
01/31/2019	FIRST SUPPLY LLC MADISON	W11518371	01/21/2019	WATER-INVENTORY-CUST 5004019	970-96-10154-001	246.00
Total 16000:						428.99
<b>16001</b>						
01/31/2019	JFTCO INC	S296061	01/25/2019	SEWER-LOADER: CATERPILLAR 918M	960-36-95000-814-000	95,470.00
01/31/2019	JFTCO INC	S296061	01/25/2019	SEWER-LOADER: CATERPILLAR 918M	960-36-95000-899-000	95,470.00
01/31/2019	JFTCO INC	S296061	01/25/2019	SEWER-LOADER: CATERPILLAR 918M	960-96-10396-001	95,470.00
Total 16001:						95,470.00
<b>16002</b>						
01/31/2019	KRUSCHEL ELECTRONICS LLC	S10003802	01/16/2019	SE-OFFICE: NETGEAR 5 PORT	960-36-85100-310-000	24.99
Total 16002:						24.99
<b>16003</b>						
01/31/2019	MENARDS - BARABOO	S1000	01/25/2019	SE-VALVES/TEE/NIPPLES/REDUCERS	960-36-83300-250-000	53.92
01/31/2019	MENARDS - BARABOO	S30	01/14/2019	SE-CLEANERS/KLEENEX #31900288	960-36-85600-390-000	10.43
01/31/2019	MENARDS - BARABOO	S30	01/14/2019	SE-CLAMP METER-SPERRY	960-36-83400-250-000	63.74
01/31/2019	MENARDS - BARABOO	W1247	01/29/2019	WA-PIPE/SANDPAPER-ACCT 3190028	970-37-66500-340-000	27.50
01/31/2019	MENARDS - BARABOO	W255	01/17/2019	WA-SHOVELS/SCREWDRIVER	970-37-66500-340-000	48.43
01/31/2019	MENARDS - BARABOO	W350	01/18/2019	WA-PROPANE HOSE ASSBLY #319002	970-37-66500-340-000	14.44
01/31/2019	MENARDS - BARABOO	W691	01/22/2019	WA-METERS: CRESCENT SOCKET SE	970-37-66300-340-000	19.99
01/31/2019	MENARDS - BARABOO	W72	01/15/2019	WA-METERS: PLIERS/CRIMPER	970-37-66300-340-000	36.98
01/31/2019	MENARDS - BARABOO	W807	01/23/2019	WA-TILE CLEANER/SPONGE #319002	970-37-66500-340-000	7.95
01/31/2019	MENARDS - BARABOO	W958	01/25/2019	WATER-BLUE MARKING PAINT	970-37-66500-340-000	63.30
Total 16003:						346.68
<b>16004</b>						
01/31/2019	MINUTEMAN PRESS-BARABOO	W40020	01/28/2019	WATER-VALVE CARD STOCK	970-37-67300-340-000	16.00
Total 16004:						16.00
<b>16005</b>						
01/31/2019	NAPA AUTO PARTS	S338194	01/03/2019	SE-CEMENTECH TUBING-ACCT 1093	960-36-83300-250-000	143.50
01/31/2019	NAPA AUTO PARTS	U339245	01/16/2019	UTIL-JETVAC: FITTINGS/HOSE #1093	950-36-83100-340-000	130.24
01/31/2019	NAPA AUTO PARTS	U339245	01/16/2019	UTIL-JETVAC: FITTINGS/HOSE #1093	960-36-83100-250-000	130.23
01/31/2019	NAPA AUTO PARTS	U339255	01/16/2019	UTIL-JETVAC: MALE TIP	950-36-83100-340-000	4.49
01/31/2019	NAPA AUTO PARTS	U339255	01/16/2019	UTIL-JETVAC: MALE TIP	960-36-83100-340-000	4.50
01/31/2019	NAPA AUTO PARTS	U339703	01/22/2019	UTIL-JETVAC: WIRING HARNESS	950-36-83100-340-000	1.90
01/31/2019	NAPA AUTO PARTS	U339703	01/22/2019	UTIL-JETVAC: WIRING HARNESS	960-36-83100-340-000	1.90
01/31/2019	NAPA AUTO PARTS	W338498	01/08/2019	WA-REPAIR BELTS-BLUE DUMPTRK-A	970-37-66200-240-000	279.08
01/31/2019	NAPA AUTO PARTS	W338525	01/08/2019	WA-OIL/FILTER-FORD F650-ACCT 108	970-37-66200-240-000	128.53
01/31/2019	NAPA AUTO PARTS	W338568	01/09/2019	WA-AC BELT-BLUE DUMPTRK-ACCT 1	970-37-66200-240-000	31.91
01/31/2019	NAPA AUTO PARTS	W338739	01/10/2019	WA-OIL/FUEL FILTER-BLUE DUMPTRK	970-37-66200-240-000	33.95

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
01/31/2019	NAPA AUTO PARTS	W338799	01/11/2019	WA-OIL/FILTERS-2014+2017 F250 #10	970-37-66200-240-000	33.94
01/31/2019	NAPA AUTO PARTS	W339794	01/23/2019	WA-AIR FILTER/PLUG-WELDER-ACCT	970-37-93200-250-000	16.89
01/31/2019	NAPA AUTO PARTS	W340054	01/25/2019	WA-ROTOR/DIST CAP-WELDER-ACCT	970-37-93200-250-000	33.56
01/31/2019	NAPA AUTO PARTS	W340058	01/25/2019	WA-FILTER-VACTRON-ACCT 1095	970-37-93200-250-000	2.99
01/31/2019	NAPA AUTO PARTS	W340154CM	01/28/2019	WA-OIL FILTER-VACTRON-ACCT 1095	970-37-93200-250-000	4.54
01/31/2019	NAPA AUTO PARTS	W340154CM	01/28/2019	WA-RET'D WRONG FILTER-VACTRON	970-37-93200-250-000	2.99-
01/31/2019	NAPA AUTO PARTS	W340154CM	01/28/2019	WA-RET'D WARRANTY ROTOR-WELD	970-37-93200-250-000	15.31-
01/31/2019	NAPA AUTO PARTS	W340154CM	01/28/2019	WA-DIST ROTOR-WELDER-ACCT 1095	970-37-93200-250-000	5.82
Total 16005:						969.67
<b>16006</b>						
01/31/2019	OFFICE DEPOT INC	U260436666	01/16/2019	UTIL-PAPER/TAPE/FOLDERS/TONER	950-36-84000-310-000	15.78
01/31/2019	OFFICE DEPOT INC	U260436666	01/16/2019	UTIL-PAPER/TAPE/FOLDERS/TONER	960-36-85100-310-000	63.71
01/31/2019	OFFICE DEPOT INC	U260436666	01/16/2019	UTIL-PAPER/TAPE/FOLDERS/TONER	970-37-92100-310-000	15.79
01/31/2019	OFFICE DEPOT INC	U267225686	01/28/2019	UTIL-RET'D TONER-ACCT 32720807	960-36-85100-310-000	47.92-
Total 16006:						47.36
<b>16007</b>						
01/31/2019	PETERSON, WADE D	U01/2019MI	01/31/2019	UTIL-JAN 2019 MILEAGE	970-37-93000-330-000	145.58
01/31/2019	PETERSON, WADE D	U01/2019MI	01/31/2019	UTIL-JAN 2019 MILEAGE	960-36-85100-330-000	145.58
Total 16007:						291.16
<b>16008</b>						
01/31/2019	US CELLULAR	U288883572	01/10/2019	UTIL-JAN SCADA SERVICE@WELLS	970-37-63300-250-000	110.34
01/31/2019	US CELLULAR	U288883572	01/10/2019	UTIL-JAN SCADA SERVICE@TOWERS	970-37-67200-250-000	110.34
01/31/2019	US CELLULAR	U288883572	01/10/2019	UTIL-JAN SCADA SERVICE@BOOSTE	970-37-67800-250-000	55.18
Total 16008:						275.86
<b>16009</b>						
01/31/2019	USA BLUEBOOK	S725387	10/31/2018	SE-LUTZ DRUM PUMP SET #837520	960-36-83300-250-000	1,156.75
01/31/2019	USA BLUEBOOK	S780790	01/09/2019	SE-RETD LUTZ DRUM PUMP SET-RES	960-36-83300-250-000	967.40-
Total 16009:						189.35
<b>16010</b>						
01/31/2019	WWOA	S2019EXPO	01/31/2019	SE-2019 EXPO-WEIRICH/PASKE	960-36-85100-320-000	90.00
01/31/2019	WWOA	W2019EXPO	01/31/2019	WA-2019 EXPO-SCHWARZ/CARLSON/	970-37-92600-320-000	135.00
01/31/2019	WWOA	W2019EXPO	01/31/2019	WA-2019 EXPO-PETERSON	970-37-92600-320-000	22.50
01/31/2019	WWOA	W2019EXPO	01/31/2019	WA-2019 EXPO-PETERSON	960-36-85100-320-000	22.50
Total 16010:						270.00
Grand Totals:						481,530.86

FINANCE COMMITTEE APPROVAL:

\_\_\_\_\_  
(Chairman)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Date)

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>1212</b>							
01/31/2019	1212	PACE PAYMENT SYSTE	DEC18	12/31/2018	REC-DEC ONLINE PAYMENTS	100-53-55300-270-000	32.96
Total 1212:							32.96
<b>1213</b>							
01/31/2019	1213	PAYMENT SERVICE NET	186638	01/03/2019	TRE-DEC PAYMENT PROCESSI	100-11-51520-290-000	64.95
01/31/2019	1213	PAYMENT SERVICE NET	186638	01/03/2019	TRE-DEC TAX PAYMENT PROC	100-11-51520-290-000	32.45
Total 1213:							97.40
<b>1214</b>							
01/31/2019	1214	WIS DEPT OF REVENUE	Dec2018	01/18/2019	SALES & USE TAX - DEC 2018	100-00-24213-000	119.46
01/31/2019	1214	WIS DEPT OF REVENUE	Dec2018	01/18/2019	SALES & USE TAX - DEC 2018	940-00-24213-000	172.17
Total 1214:							291.63
Grand Totals:							421.99

FINANCE COMMITTEE APPROVAL:

\_\_\_\_\_  
(Chairman)\_\_\_\_\_  
(Date)

## Check Register - Payroll Remittance Checks

January 2019

Check Date	Payee	Description	Amount	
1/9/2019	30284	EFTPS	SOCIAL SECURITY Pay	13,415.38
1/9/2019	30284	EFTPS	SOCIAL SECURITY Pay	13,415.38
1/9/2019	30284	EFTPS	MEDICARE Pay Period:	3,137.51
1/9/2019	30284	EFTPS	MEDICARE Pay Period:	3,137.51
1/9/2019	30284	EFTPS	FEDERAL WITHHOLDING	18,600.34
			EFTPS Total	51,706.12
1/23/2019	30431	EFTPS	SOCIAL SECURITY Pay	16,091.67
1/23/2019	30431	EFTPS	SOCIAL SECURITY Pay	16,091.67
1/23/2019	30431	EFTPS	MEDICARE Pay Period:	3,763.37
1/23/2019	30431	EFTPS	MEDICARE Pay Period:	3,763.37
1/23/2019	30431	EFTPS	FEDERAL WITHHOLDING	16,010.11
			EFTPS Total	55,720.19
1/15/2019	29999	WI DEPT OF REVENUE	STATE TAXES WITHHELD	11,624.11
1/31/2019	30285	WI DEPT OF REVENUE	STATE TAXES WITHHELD	10,446.99
1/31/2019	30432	WISCONSIN RETIREMENT	RETIREMENT	71,131.02
1/24/2019	30566	WI DEPT OF EMPLOYEE TRUST	HEALTH INSURANCE	130,389.30

FINANCE COMMITTEE APPROVAL:

\_\_\_\_\_  
(Chairman)

\_\_\_\_\_  
(Date)

**RESOLUTION NO. 2018-**

Dated: February 26, 2019

# The City of Baraboo, Wisconsin

**Background:** An RFP was recently issued for asbestos inspection and sampling and lead paint sampling in the buildings at 314 Depot Street. It was sent to three firms and following is a summary of the three Proposals that were received.

MSA	\$1,125
A&A Environmental	\$1,540
Advanced Safety & Health	\$3,245

This matter was reviewed by the Public Safety Committee at their February 4<sup>th</sup> meeting and there was a unanimous recommendation to approve a contract with MSA for this project.

**Fiscal Note:** (✓ one) ☐ Not Required ☐ Budgeted Expenditure ☒ Not Budgeted  
**Comments:**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

To approve MSA's Proposal for asbestos inspection and sampling and lead paint sampling at 314 Depot Street at an estimated cost of \$1,125.

**Offered by: Public Safety Committee      Approved: \_\_\_\_\_**

**Motion:**

**Second:**

**Approved:** \_\_\_\_\_

**Attest:** \_\_\_\_\_

**The City of Baraboo, Wisconsin**

**Background:** An RFP was recently issued for a multi-way stop sign warrant analysis for the intersection of Oak Street and 5<sup>th</sup> Street/Avenue. It was sent to three consulting firms and two Proposals were received – one from MSA and one from KL Engineering.

MSA offer to complete the analysis for a price of \$1,870; KL Engineering offered to complete the analysis for \$4,250.

This matter was reviewed by the Public Safety Committee at their February 4<sup>th</sup> meeting and there was a unanimous recommendation to approve a contract with MSA for this project.

**Fiscal Note:** (☒ one) [☐ Not Required] [☐ Budgeted Expenditure] [☒ Not Budgeted]  
**Comments:**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

To approve MSA's Proposal for a Four-Way Stop warrant analysis for a Lump Sum Fee of \$1,870.

**Offered by:** Public Safety Committee  
**Motion:**  
**Second:**

**Approved:** \_\_\_\_\_

**Attest:** \_\_\_\_\_

To: Finance Committee  
From: Mike Hardy, Parks, Recreation & Forestry Director  
Date: February 26, 2019  
Re: Freezer Purchase

The budgeted expense of \$4,500 for a walk in freezer for the zoo fell short of bids received. Delivery fees as well as increased costs at the first of the year found us well overbudget for the unit needed at the zoo. Additionally, staff noted a change in delivery procedure to an area zoo that we share some freezer space to so that delivery fees can be minimized.

As a result, staff is requesting a larger unit that will enable us to eliminate some of our chest freezers and reduce frequency of deliveries needed. The unit desired with shipping and installation would be under \$11,500. We included a Tommy Lift for the zoo truck in 2019 which is not needed to be replaced at this time, which amounted to \$2,500 as well as replacing a sliding garage door at the zoo with an overhead door which is also not needed and can save \$4,500 for a total of \$7,000 additional funds available for transfer.

The transfer would move \$2,500 from account 100.52.55200.814 and \$4,500 from account 100.52.55200.822 to 100.52.55410.814 making up to \$11,500 available for the new freezer purchase and installation.

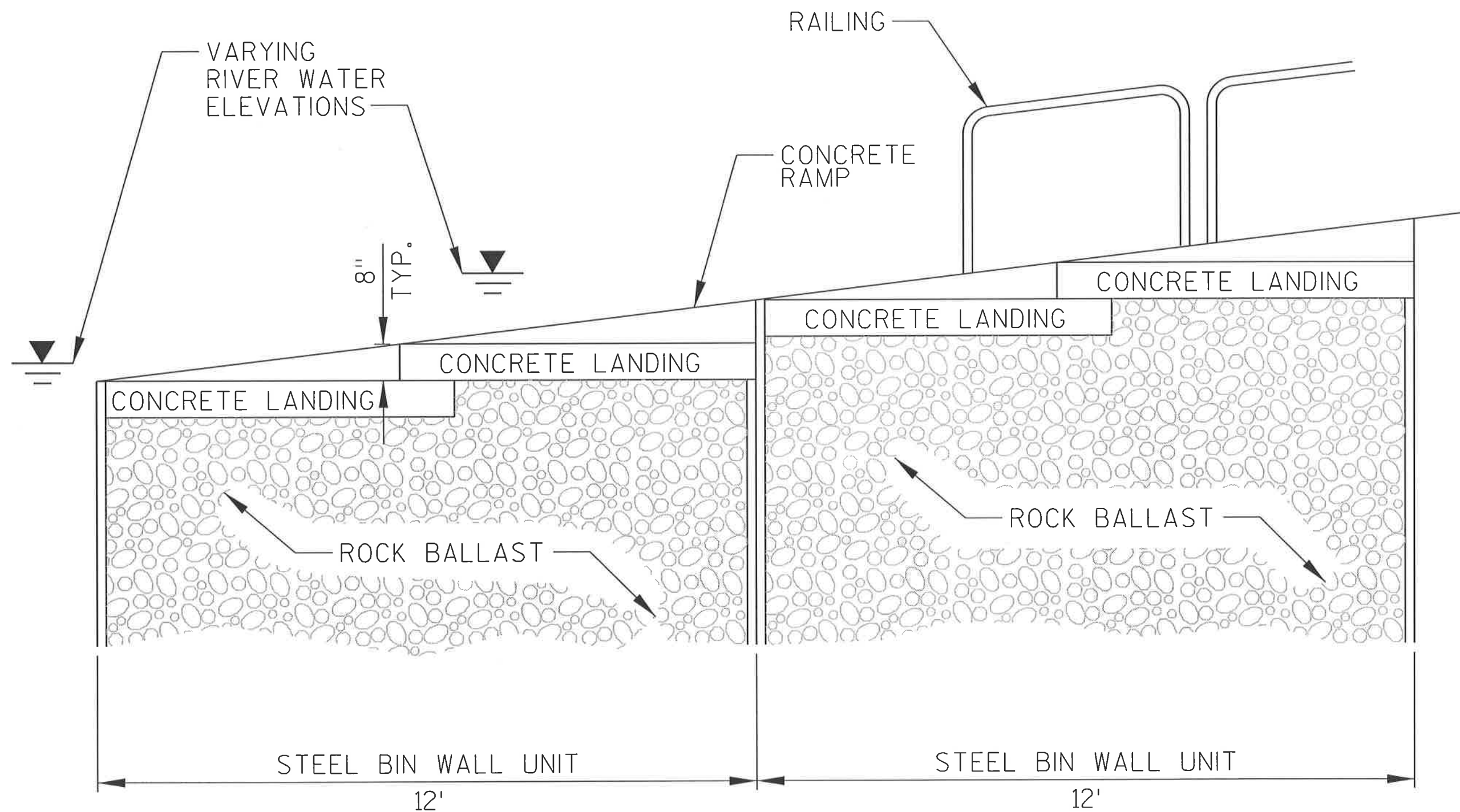
This proposal will also be considered by Council tonight.

To: Finance Committee  
From: Mike Hardy, Parks, Recreation & Forestry Director  
Date: February 26, 2019  
Re: Truck Purchase

The low bid for the budgeted replacement pickup truck for parks staff came in \$2,572.50 overbudget. However we were underbudget in our skidsteer purchase by \$5,033 last month. We are requesting a budget amendment to transfer the needed funds from the remaining skidsteer funds to makeup the difference in the pickup truck purchase.

The transfer would move \$2,572.50 from account 430.52.55200.814 to 100.52.55200.810

This proposal will also be considered by Council tonight.



SECTION THRU BIN WALL KAYAK LANDING

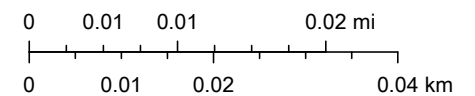
# Maxwell-Potter proposed Kayak Launch



2/21/2019, 8:58:42 AM

-  Override 1
-  Override 1

1:1,128



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus

Baraboo GIS  
Sauk County, DigitalGlobe |



# 2019 WORK PLAN MEETING AGENDA

1. Introductions
2. Member Distribution List
3. 2018 Member Service and Engagement Summary Report
4. Loss Runs
5. Learning Link
6. Topics of Discussion
  - Member Services
  - Protective Services Overview for 2019
  - 2019 Training Calendar Discussion
  - Member Spotlight Program
  - New Resources Highlight
    - Training Genius
    - CDL Pre-inspection Video
    - Seasonal Safety Program Updates
  - Membership Advantages
    - Grant Program
    - Cyber Liability
    - Battery Shutoff
    - Biddle Testing Implementation
    - NEOGOV Onboarding
7. 2019 – 2021 Member Work Plan



9898 W. Blue Mound Road  
Wauwatosa, WI 53226-4319

office 262-784-5666  
fax 262-784-5599

web cvmic.com

## MEMBER SERVICE AND ENGAGEMENT SUMMARY REPORT - 2018 CITY OF BARABOO

### 1. MEMBER CONTACTS

- CVMIC staff conducted **16** member contacts

### 2. TRAINING, ASSESSMENTS, INSPECTIONS, SPECIAL ACTIVITY ACCOMPLISHMENTS

- A work plan meeting was held - general goals for 2018-2020 were developed
- A facility inspection was conducted for the Public Works Garage and a report w/ recommendations was provided
- Fume Hood Testing was conducted for the Water Resource Recovery Facility and report provided
- The Fire Department received training on the following topics:
  - Bloodborne Pathogens, Hearing Conservation, Hazard Communication and Lockout/Tagout
- Public Works, Streets & Utilities received training on the following topics:
  - Excavation & Confined Space
- Civility Training was conducted (2 Sessions)
- Customer Service Training was conducted (2 Sessions)

### 3. MEMBER TRAINING SUMMARY

- **2018 Regional Programs**
  - Number of training programs attended: **21 Programs**
  - Number of trainees: **30 Trainees**
  - Total regional training hours: **324 Hours**
- **2018 On-site Training Programs**
  - Number of training programs conducted: **12 Programs**
  - Number of trainees: **270 Trainees**
  - Total hours of staff training provided: **264 Hours**

### 4. DISTANCE LEARNING UTILIZATION

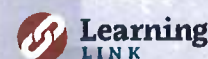
- E-learning programs completed/enrolled: **7 E-Learning Programs**
- Live webinars attended/registrations: **2 Live Webinars**
- Recorded webinars viewed: **7 Recorded Webinars**

### 5. MEMBER ADVANTAGE PROGRAMS

Grant Program	\$5000 – Safety Manuals & Equipment
Battery Disconnect Switches	24 Switches to Date
Cyber Security Evaluation	Completed August 2018
NeoGov	Insight Implemented
Biddle	Implemented
WILEAG	Accredited Police Department



# CVMIC Learning Link: Online Courses



- ❖ About 100 online courses available to our members
- ❖ Free online training courses are self-paced and are available online 24/7

## Human Resources, Management & Supervision

- ADA Title I
- Anti-Harassment: Promoting a Positive Workplace
- Behavior-Based Safety Training
- Complying with HIPAA for Business Associates
- Complying with HIPAA for Covered Entities
- Complying with HIPAA for Hybrid Entities
- Conflict Resolution
- Documentation
- Employee Assistance Programs for Employees
- Employee Assistance Programs for Supervisors
- Employee Development
- Employee Training
- Employer and Employee Rights and Responsibilities
- Ethical Decision Making
- Fair Labor Standards Act (FLSA)
- The Performance Evaluation Process for Employees
- The Performance Evaluation Process for Supervisors
- The Power of Respectful Language
- Uncovering Implicit Bias
- Understanding Workplace Culture
- Workplace Bullying and Violence Prevention

## Safety

- Accident Incident Investigation
- Aquatic Safety
- Arc Flash Safety
- Asbestos Awareness
- Back Safety
- Backhoe Safety with Trackhoe Supplement
- Behavior Based Safety Training
- Bloodborne Pathogens
- Compressed Gas Safety
- Confined Space Entry
- Electrical Safety
- Emergency Communication in the Workplace
- Emergency Response in the Workplace
- Emergency Response: Incidental Chemical Releases
- Eye and Face Protection
- Fall Protection
- Fire Protection
- Forklift Safety
- Forming Effective Safety Committees
- Hand and Finger Safety
- Hand and Power Tool Safety
- Hazard Communication
- Hearing Conservation
- Ladder and Scaffolding Safety
- Landscape Safety
- Lockout/Tagout Training
- Office Safety
- Personal Protective Equipment (PPE)
- Playground Safety
- Preventing Slips, Trips, and Falls
- Road Grader Safety
- Safety Data Sheets
- Safety Rules and Procedures
- Snow Plow Safety
- Street Sweeper Safety
- Supervisor Safety Awareness Program
- Trenching and Excavation Safety
- Work Zone Safety
- Working in Extreme Temperatures
- Working Outdoors in Warm Weather
- Workplace Ergonomics



# CVMIC Learning Link: Online Courses



## Driver Safety / DOT

- Avoiding Collisions
- Avoiding Collisions While Backing & Parking
- Defensive Driving
- Driving Around Animals
- Driving in Adverse Weather
- Driving While Impaired
- Driving with Distractions
- Dump Truck Safety
- Flagger Safety
- Intersections: Turning & Right of Way
- Reasonable Suspicion for Drug and Alcohol Testing: Signs and Symptoms of Alcohol Misuse
- Reasonable Suspicion for Drug and Alcohol Testing: Signs and Symptoms of Drug Use
- Reasonable Suspicion for Drug and Alcohol Testing: The Role of the Supervisor
- Winter Driving Safety

## Law Enforcement / First Responder

- Below 100
- Below 100 Tenets: Remember, Complacency Kills!
- Below 100 Tenets: Watch Your Speed
- Below 100 Tenets: Wear Your Belt
- Below 100 Tenets: Wear Your Vest
- Below 100 Tenets: What's Important Now?
- Bloodborne Pathogens for Law Enforcement Officers
- False Arrests and Arrest Liability for Law Enforcement
- Guide to Consensual Encounters
- Law Enforcement Ethics
- Off-Duty Conduct
- Personnel Guidelines for Law Enforcement (Part 1)
- Personnel Guidelines for Law Enforcement (Part 2)
- Preventing Slips, Trips, and Falls for Law Enforcement Officers
- Situational Awareness and Ambush Precautions for Law Enforcement

## Cyber Security

- Complying with HIPAA for Business Associates
- Complying with HIPAA for Covered Entities
- Complying with HIPAA for Hybrid Entities
- PCI Security Standards at the Point of Sale
- PCI Security Standards for IT and Back Office
- PCI Security Standards for Managers
- PCI Security Standards on the Phone and Online
- Preventing Phishing
- Records Management
- Responsible Use of Social Media
- Security Awareness
- Security Awareness with Privacy Principles



# CVMIC Learning Link: Recorded Webinars



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## Human Resources

- Background Checks
- Best Practices: From Press Releases to Press Events
- Diversity
- Draft Effective Documentation Involving Employee Misconduct
- Driver's Privacy Protection Act (DPPA) Update
- Drivers Privacy Protection Act (DPPA)
- Employee Motivation
- Employee/Employer Rights & Responsibilities
- Family and Medical Leave Act (FMLA) Overview
- Fifth Amendment: Understanding the Concept of the Garrity Warning and the Impacts Thereof
- First Amendment: Management of Employees in Consideration of
- Employee First Amendment Rights
- Fitness for Duty Evaluations
- Fourteenth Amendment: Employee Due Process Rights in Property and Liberty Interest Hearings
- Fourth Amendment: Understanding Employer Searches and Seizures During Investigations
- Fundamental Legal Issues Involving Public Records Requests
- Hiring Practices
- How to Deal with a Problem Employee – Part 1
- How to Deal with a Problem Employee – Part 2
- Internal Investigations: Legal Issues & Strategic Decision
- Interviewing: Five Easy Steps
- Legally Compliant Job Descriptions
- Managing Media Messages During Critical Incidents
- Meditation in the Workplace: A Hands-on Approach
- Onboarding
- Setting Goals and Performance Standards
- Social Media
- Strategic Communication in Public Safety: Tools of the Trade
- Testing for Opioids and the Impact to Your Organization

## Safety

- Accident Investigation – WC - Part 1
- Accident Investigation – WC - Part 2
- Accident Investigation – WC - Part 3
- ANSI 107 Changes to HVSA and the Impact to Your Community
- Conducting Facility Safety Inspections
- Cutting Through OSHA's Final Rule Regarding Concrete/Silica Dust Exposure
- Hazard Communication
- OSHA Recordkeeping – Maintaining the OSHA 300 Log
- Protecting Municipal Employees from Opioid (Fentanyl) Exposure
- Response to Bariatric Patients
- Safety Committees
- Seasonal Employee Training
- Sleep Deprivation: In Judgement and Safety

Cities & Villages Mutual Insurance Company  
9898 W. Blue Mound Road  
Wauwatosa, WI 53226-4319  
262-784-5666

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Rev. Date 12/3/18

## Risk Management & Insurance

- ACE Privacy and Network Security Liability: CVMIC Onboarding
- Certificates of Insurance & Insurance Endorsements
- Cyber Security: Threats and How to Protect Against Them
- Duty Disability
- Establishing a Drone Program
- Introduction to Contractual Risk Transfer
- Introduction to Drones
- Investigating Drone Related Incidents
- Nuts and Bolts of Liability Claims Handling
- Police and Fire Commission Liability
- Special Events, Waivers of Liability & Recreational Immunity
- True Cost of Loss
- Workers' Compensation

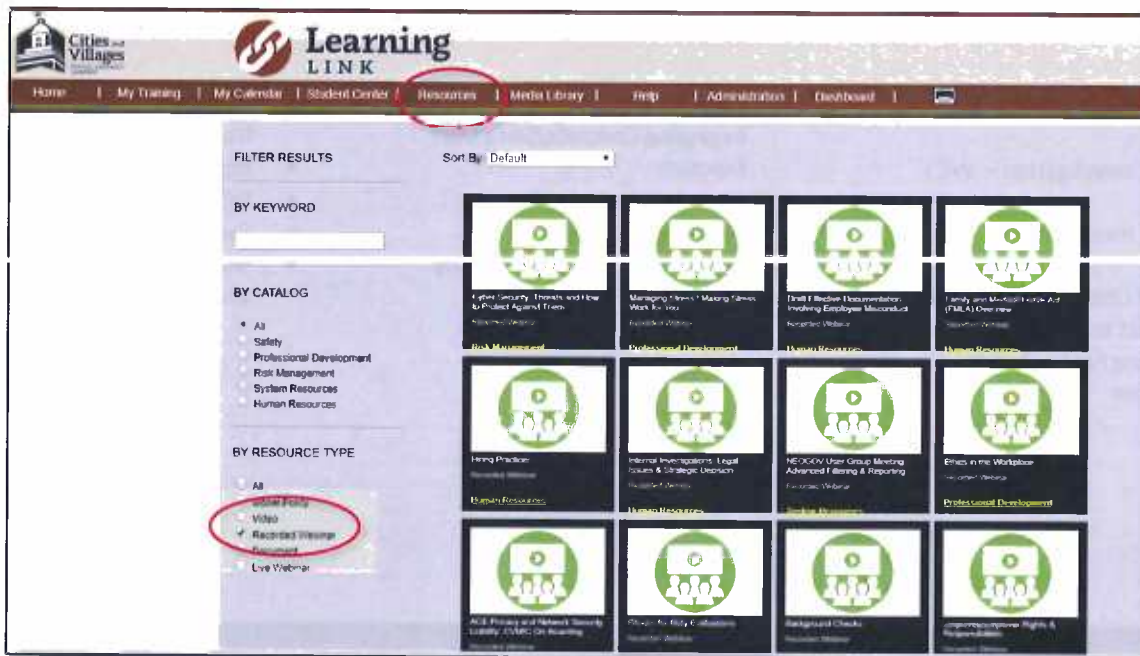
## System Resources

- Document Management & Employee Performance Tracking Software
- NEOGOV User Group Meeting 2014 Advanced Filtering & Reporting
- NEOGOV User Group Meeting: Auto-Scoring
- New Learning Link Admin System Overview

## Professional Development

- Civility in the Workplace: Working Together to Get Along
- Conducting Effective Meetings
- Emotional Intelligence
- Ethics in the Workplace
- Generations at Work: Preparing for and Engaging with Our Younger Generation
- Generations at Work: Understanding Our Differences
- Improving Organizational Communications
- Managing Mindsets: Growing Effective Results for Yourself, Your Staff, and Your Organization
- Mentoring New Hires: Program Development - Part 1
- Mentoring New Hires: Program Development - Part 2
- Mentoring New Hires: Training the Mentor - Part 3
- The Power of Contagiousness
- Time Management

Resources can be quickly accessed through the Learning Link **Resource** tab!



2-6-19

**2019-2021 SERVICE WORK  
PLAN  
CITY/VILLAGE OF: BARABOO**

2019 Service Activities	2020 Service Activities	2021 Service Activities
<b>Employment Practices Liability (EPL) Training and Services</b>	<b>Employment Practices Liability (EPL) Training and Services</b>	<b>Employment Practices Liability (EPL) Training and Services</b>
Annual training for supervisors and managers	Annual training for supervisors and managers	Annual training for supervisors and managers
Diversity		ADA Evaluation
<b>Safety and Injury Prevention Training</b>	<b>Safety and Injury Prevention Training</b>	<b>Safety and Injury Prevention Training</b>
Annual SPS safety compliance training for affected employees (i.e. BBP, Hearing) - ONLINE	Annual SPS safety compliance training for affected employees (i.e. BBP, Hearing) - ONLINE	Annual SPS safety compliance training for affected employees (i.e. BBP, Hearing) - ONLINE
Confined Space Maintenance	Confined Space Maintenance	Confined Space Maintenance
Seasonal Employee Orientation	Seasonal Employee Orientation	Hazard Communication
Slip/Trip/Fall Prevention	Fall Protection	Personal Protective Equipment
Back/Lifting Safety	Respiratory Protection	
Work Zone Safety		
<b>Safety Services and Inspections</b>	<b>Safety Services and Inspections</b>	<b>Safety Services and Inspections</b>
Worksite Observations	Worksite Observations	Facility Inspections
	Playground/Park Inspections	
<b>Fleet/Driver Safety Training</b>	<b>Fleet/Driver Safety Training</b>	<b>Fleet/Driver Safety Training</b>
<b>Other Service/Training</b>	<b>Other Service/Training</b>	<b>Other Service/Training</b>
Conducting Playground Inspections - Regional?		
Material Handling + Storage		
NeoGov Onboarding Program		
Performance Evaluation		

## Baraboo WC

Loss Date	Department	Cause	Body Part	Status	Total Incurred
2018	Dept Public Works	Lifting	Back	Open	\$31,340
2016	Dept Public Works	Lifting	Shoulder(s)	Open	\$83,613
2016	Dept Public Works	Lifting	Lower Arm	Closed	\$190
2015	Dept Public Works	Lifting	Hand	Closed	\$2,000
2015	Police Dept	Lifting	Thumb	Closed	\$981
2015	Water	Lifting	Pelvis	Closed	\$444
<b>Total</b>				<b>Total</b>	<b>\$118,568</b>

2017	Police Dept	Slip, Trip or Fall	Ankle	Closed	\$2,509
2017	Police Dept	Slip, Trip or Fall	Ankle	Closed	\$1,328
2017	Police Dept	Slip, Trip or Fall	Hip	Closed	\$15,562
2016	Wastewater	Slip, Trip or Fall	Lower Arm	Closed	\$2,393
2016	Dept Public Works	Slip, Trip or Fall	Lower Back Area	Closed	\$1,272
2016	Water	Slip, Trip or Fall	Mouth	Closed	\$2,424
2016	Dept Public Works	Slip, Trip or Fall	Shoulder(s)	Open	\$16,397
2015	Park & Rec/Forestry	Slip, Trip or Fall	Elbow	Closed	\$32,120
2015	Utilities	Slip, Trip or Fall	Multiple Upper Extremities	Closed	\$138
2014	Dept Public Works	Slip, Trip or Fall	Wrist	Closed	\$4,279
<b>Total</b>				<b>Total</b>	<b>\$78,421</b>

2016	Dept Public Works	Noise	Ear(s)	Closed	\$1,425
2015	Dept Public Works	Noise	Ear(s)	Closed	\$49,782
<b>Total</b>				<b>Total</b>	<b>\$51,207</b>

<b>Manual Title</b>	The City of Baraboo Purchasing Policy	<b>Page #</b>	1
<b>Section</b>	Table of Contents	<b>Dated</b>	February 26, 2019

	<u>Page</u>
Objectives.....	2
Competitive Bidding.....	3
Central Purchasing.....	4
Purchase Related Charges and Allowances.....	5
Cooperative Purchasing.....	6
Charge Cards:	
— Charge Cards.....	7-10
— Fleet Fuel Charge Cards.....	11-13
Miscellaneous Considerations:	
— Encumbrances and Financial Recordkeeping.....	14
— Non-budgeted Items.....	14
— Insurance Claims.....	14
— Local Merchants.....	14
— Conflict of Interest.....	14
Sale of Surplus Property.....	15
Petty Cash.....	16
Insurance Claims Committee Authority.....	17
Procedures:	
— Purchasing Parameters.....	17
— Purchase Orders.....	18-19
— Contracted Services and Other Contracted Purchases.....	20
— Emergency Purchases.....	21
— Grants as a Revenue Source.....	22
— Workflows.....	23
Purchase Order Instructions.....	24-25
Donation Policy.....	26-27

<b>Manual Title</b>	The City of Baraboo Purchasing Policy	<b>Page #</b>	2
<b>Section</b>	Objectives	<b>Dated</b>	February 26, 2019

## Objectives

<u>CITY OF BARABOO</u>		<u>TITLE:</u> <b><u>PURCHASING POLICY</u></b>	
<u>TARGET AUDIENCE:</u> <ul style="list-style-type: none"> <li>• City Departments,</li> <li>• City Employees</li> <li>• Utilities and other component units funded by City taxpayers or ratepayers, either in whole or in part,</li> <li>• Vendors</li> </ul>		<u>DEPARTMENT:</u> Finance	<u>PAGE NUMBERS:</u>
<u>DATE APPROVED BY COUNCIL:</u> XXX		<u>DATE AMENDED BY</u> <u>COUNCIL:</u> February XX, 2019	<u>ATTORNEY REVIEW:</u> February 16, 2019

## I. OBJECTIVES

The objectives of the City's ~~purchasing policy~~ Purchasing Policy are:

- To ensure that materials, equipment and services are purchased at the lowest prices consistent with quality and performance,
- To provide adequate controls over City expenditures and financial commitments with proper documentation,
- To obtain quality goods required by City departments and to ensure that these goods are at the place needed at the time needed, and;
- To provide a standardized system of purchasing for use by all City departments.

## Areas Affected

~~This policy applies to all City Departments, Utilities or any other component unit that is funded by City taxpayers or ratepayers, either in whole or in part. This policy also applies to the Community Development Authority (CDA) since this body receives funds from the City of Baraboo.~~

Manual Title	The City of Baraboo Purchasing Policy	Page #	3
Section	Competitive Bidding	Dated	February 26, 2019

## Competitive Bidding II. **COMPETITIVE BIDDING**

It is the policy of the City of Baraboo to procure needed materials, equipment and services at the lowest cost consistent with quality and performance. Therefore, ~~all~~ City purchases will be made only after price quotations have been obtained or attempted to have been obtained from different suppliers through either formal or informal means ~~as defined in, if required pursuant to this policy.~~ Policy.

- A. Obtaining Bids. Unless required by State Statute, it shall be the Department Heads discretion on the method of obtaining bids ~~and proposals.~~ Options include invitations to bid and proposals by US mail, e-mail, and publication in the official newspaper, telephone contacts or verbal requests. Purchases shall attempt to obtain bids or proposals from at least three (3) vendors to ensure that comparison pricing is demonstrated.
- B. Exceptions. The only exceptions to this ~~policy~~ Policy are:
  - i. Sole-source purchases (i.e., when only one known supplier is available): includes diagnostic vehicle repairs and warranty work that needs to be done by service providers equipped and trained for repairs on the make and model of equipment being repaired.
  - ii. Emergency purchases and repairs covered by ~~insurance~~ insurance proceeds;
  - iii. Items purchased by State contract;
  - iv. Purchases paid with grant funds which require specific purchasing procedures;
  - v. Professional services where the City Administrator has waived bidding requirements.
  - vi. Other justifications as identified by a Department Head ~~to and approved by the Finance Director or City Administrator.~~ and approved by the Finance Director or City Administrator.
- ~~viii-vii.~~ For purchases below \$~~500~~-\$1,000, the bidding/proposal process is waived although the purchaser is expected to compare prices for routine purchases and supplies. The intent is to look for quality and price over convenience, wherever practical.
- C. Prohibited Conduct. The intentional staggering of purchases as well as dividing purchases and/or contracts to

consciously evade this policy is strictly prohibited.

Manual Title	The City of Baraboo Purchasing Policy	Page #	4
Section	Central Purchasing	Dated	February 26, 2019

D. ~~Central Purchasing~~ Competitive Bidding Process. To assist Department Heads in the bidding process, templates are available from the City Attorney and Finance Director for soliciting bids. Templates are also available for RFIs, RFPs and RFQs:

- Request for Bid (RFB): Commonly used when deliverables are commodities for which there are clear specifications and when price will be the primary determining factor.
  - Request for Information (RFI): Commonly used to develop lists of qualified sellers and gain more input for resource availability.
  - Request for Proposal (RFP): Commonly used when deliverables are not well-defined or when other selection criteria will be used in addition to price.
  - Request for Quotation (RFQ): Commonly used when deliverables are commodities for which there are clear specifications and when price will be the primary determining factor. Unlike an RFB, this solicited price quote is used for comparison purposes and is not a formal bid for work.
- i. Tie Bids. If two or more bids are in the same amount or unit price, quality, service and other factors deemed relevant being equal, the contract shall be awarded to a bidder whose principal place of business is located within the City limits, if any. If there is not a City of Baraboo bidder, the Department Head should award the contract to one of the tie bidders by cutting a deck of playing cards, with the highest card being awarded the bid.
- ii. Rejection of Bids. Department Heads have the authority to reject bids or parts of bids, or all bids, where the public interest will be served. In all cases, the Department Head has the authority to re-advertise and re-bid any proposed purchase or to reject all bids and to negotiate a purchase directly with any supplier if this procedure is deemed most advantageous to the City.

- iii. Bidders in Default to the City. A Department Head should not accept the bid of any supplier who is in default or delinquent in the payment of taxes, licenses, forfeitures, or any other moneys whatsoever due the City.
- iv. Selecting Bid. In addition to price, Department Heads may consider the following factors in selecting the acceptable bid:
  - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
  - b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
  - c. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
  - d. The quality of performance of previous contracts or services by the bidder.
  - e. The previous and existing compliance by the bidder with laws and ordinance relating to the contract or service.
  - f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
  - g. The quality, availability and adaptability of the supplies or contractual services to the particular use required.
  - h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
  - i. The number and scope of conditions attached to the bid.

### III. CENTRAL PURCHASING

Many of the items purchased by the City are commonly used by all or several departments. By consolidating the needs of all departments, the City can take advantage of price discounts for large quantity orders of these items. Annual orders are encouraged.

Department Heads and all purchasers are strongly encouraged to work together to coordinate purchases of common items between departments.

<b>Manual Title</b>	The City of Baraboo Purchasing Policy	<b>Page #</b>	5
<b>Section</b>	Purchase Related Charges and Allowances	<b>Dated</b>	February 26, 2019

#### Purchase Related Charges and Allowances

### IV. PURCHASE RELATED CHARGES AND ALLOWANCES

#### A. Shipping and Freight

It is the policy of the City to avoid paying shipping charges whenever possible. If the City is to pay shipping charges, it must be billed at the time of invoicing. Purchasers, when obtaining price quotations, should inquire into applicable freight charges. Any charges to be paid by the City will be regarded as part of the price quotation when selecting the successful bidder and noted on the purchase requisition. Unless otherwise stated in the ~~"notice of call for bids"~~ RFP/RFQ, all formal ~~bid~~ bids and proposals shall include freight and delivery charges, if any.

#### B. Sales Tax Exemption

The City is exempt from paying city, county and state sales tax. Purchasers have the responsibility to inform vendors of tax exempt status. Tax exempt forms are available in the City Finance Director's office.

Invoices received by the City that include sales tax will be amended by reducing the amount of sales tax prior to payment.

#### C. Vendor Discounts

It is the policy of the City to take advantage of all available vendor discounts. The following considerations should be kept in mind:

- 4i. Cash discounts are offered for prompt payment, usually within ten days of the date of the invoice. Department Heads can aid the City by ensuring that their copy of the purchase order is signed and forwarding invoices to the City Finance Director's office promptly for inclusion in accounts payable batches. The City Finance Director will notate, "Redeemed Prior to Council" for items released prior to Council.

2ii. Trade discounts are sometimes offered to municipalities for the purpose of attracting business. In most cases, the City will not be offered a trade discount unless the purchaser asks if one is available. Therefore, it is essential that Purchasers ask if trade discounts are available when obtaining price quotations.

Manual Title	The City of Baraboo Purchasing Policy	Page #	6
Section	Cooperative Purchasing	Dated	February 26, 2019

#### Cooperative purchasing V. COOPERATIVE PURCHASING

Cooperative purchasing between the City and the State of Wisconsin or between the City and other local governments can result in significant savings on the purchase price of many items. It is the policy of the City to enter into cooperative purchasing agreements when:

- Substantial savings will result;
- Quality, availability, or service will not be sacrificed;
- The City will be separately billed for its purchases;
- Ordered items will be delivered directly to the City (unless otherwise agreed to).

The ~~City~~ Finance Director shall have the authority to analyze the desirability of cooperative purchasing arrangements and to make recommendations to the City Administrator. The City Council encourages cooperative purchasing but maintains the right to reject any or all such agreements.

Manual Title	The City of Baraboo Purchasing Policy	Page #	7
Section	Charge Cards	Dated	February 26, 2019

#### VI. CHARGE CARDS

During the course of everyday business, situations arise that call for the use of a charge card. Some examples of these situations might be making flight reservations; booking a hotel in connection with a conference; purchasing government publications on-line; etc. A charge card is not meant to interfere with any of the other policies and/or procedures currently in place in terms of purchasing needed items and/or services for the City. Its use is meant to enhance or augment the City's ability to make purchases in the most efficient manner possible. Purchase orders and competitive pricing practices are still required for items purchased on a charge card if above \$500-\$1,000 dollars.

A. Use of Card. The charge card shall be used where necessary purchases: (1) cannot be billed or invoiced to the City, (2) are too large for payment from petty cash, (3) can only be made by a charge card by policy of the vendor. (For example: on-line booking of air travel or seminar registration). It is suggested to routinely ask if the company would bill the City as this would be the preferred method of payment.

~~Employees may not make purchases without the prior knowledge~~

Examples of the Department Head.

Here are examples of areas where when the charge card **MAY** be used:

1. Lodging (~~Registering~~ registering in advance and paying upon departure).
2. ~~Transportation~~ (Some transportation: Flights, car rentals, trains, ~~buses (if inter-city)). See buses (see below for exceptions when card cannot be used in this category).~~
3. Registration fees for conferences and seminars.
4. Costs associated with business-related training.
5. ~~On-line~~ Online purchases for items such as government or business-related literature.
6. Meal costs (*including the standard 15% tip*) as follows:
  - a. Costs must follow the standards established in the City's Travel Guidelines/ Expense Reimbursement Policy.

- b. Group meetings where the City is paying (~~Must~~must receive prior approval of the City Administrator whose approval means that it is appropriate for the City to pay the expense-.)
- c. The City will allow tips up to 15% of the bill to be applied to the charge card. If a tip is made that is in excess of 15%, the overage should be left by the employee in cash and will not be recoverable from the City as a valid expense.
- d. Employees do not need to obtain tax exemption for individual meals or groups up to three (3) people. Groups over three should try to obtain the tax exempt status. (See Tax Exemption section of this policy below.)

See the section below defining when meal expenses cannot use the City charge card.

Here are examples of areas where

Examples of when the charge card **MAY NOT** be used:

1. Taxi fares, intra-city bus lines.
2. Tips, except when it is part of an approved meal cost.
3. Personal purchases of any kind.
4. Cash advances.
5. ~~Parking fees and other minor travel costs.~~

<b>Manual Title</b>	The City of Baraboo Purchasing Policy	<b>Page #</b>	8
<b>Section</b>	Charge Cards (Continued)	<b>Dated</b>	February 26, 2019

B. Employee Access to Credit Card. Department Heads are responsible for determining the individual(s) in their organization who will have a charge card. ~~These individuals~~Employees may not make purchases without the prior knowledge of the Department Head. Approved employees will be asked to sign an agreement that:

1. Acknowledges that they understand the purpose of the ~~program;~~use of credit cards.
2. Certifies that they have read and understand the City's Purchasing Policy-.
3. Confirms that improper use of the card may result in disciplinary action up to and including termination of employment; and
4. Guarantees return of the card to the ~~program administrator~~Department Head for reasons such as, but not limited to:
  - a. Change in duties,
  - b. Retirement,
  - c. Termination of employment,
  - d. Improper use, or
  - e. Any other sound reason determined by the ~~program administrator~~Department Head or City Administrator.

See Appendix A to this Policy for the agreement that must be signed by the employee. This signed agreement must be returned to the Finance Director.

C. Tax Exemption-. Purchases made on credit cards are still eligible for ~~Tax Exemption~~tax exemption. The City, as a government office, is exempt from paying tax on purchases. Those who will be issued cards will be given the tax exemption number. Certificates are available by contacting the ~~Clerk-Finance Department or in P/Clerk/Forms/Tax Exempt Status Certificate.~~

. The Purchaser is responsible to provide the vendor proof of the City's tax exempt status at the time the charge is incurred.

D. Automatic Payroll Deduction. If a meal (plus tip) purchase exceeds that which is allowed by the City's Travel Guidelines/Expense Reimbursement Policy, or if an unauthorized charge occurs, or if a good faith attempt to receive a tax exemption is not made, the employee must immediately reimburse the difference between what is allowed and the dollar amount being charged to the Finance Department. If the employee does not submit the difference to the Finance Department, that lack of action acts as the employee's permission for an automatic payroll deduction for the unauthorized charges or the amount in excess of what is allowed to be taken from the employees next payroll check.

E. Documentation. As with any purchases made for the City, paperwork is required. To ensure that our Finance Department can make payment of the charge card debt in a timely manner, it will be necessary for the following rules to be followed:

1. ~~1.~~ Employees who use a City charge card shall, as soon as possible after making a purchase, submit supporting documentation to the Department Head. Supporting documentation may include: \_\_\_\_\_
  - ~~(a).~~ The vendor's detailed sales receipt;
  - ~~(b).~~ Itineraries;
  - ~~(c).~~ Rental agreements;
  - ~~(d).~~ Completed registration flyers,
  - ~~(e).~~ Renewal notification letters,
  - ~~(f).~~ Order confirmations, ~~etc.~~

2. Documentation must include the name of the vendor providing the goods or services, the date (and time for meal reimbursements), the employee(s) involved, the goods and services received, the amount, and the business purpose.

23. All sales documentation needs to be clearly marked as a charge card purchase with the department/card number indicated and the name of the employee who made the purchase.

Manual Title	The City of Baraboo Purchasing Policy	Page #	9
Section	Charge Cards (Continued)	Dated	February 26, 2019

34. Department Heads will approve the purchase that was made by placing an account code and signing the submitted documentation as they would with any other request for payment. Include the purchase order number on the invoice.

45. Department Heads or designee must enter the documentation information into the City's financial software.

6. Department Heads or designee will promptly place the approved charges in the Accounts Payable basket in the Clerk's Finance Department. Do not wait for the next batch of bills. Do not wait for a statement as one will not come directly to you.

57. The charge card statement will be mailed directly to the Accounts Payable Finance Department. All sales slips should be in the Accounts Payable Department by the time the statement gets here. Accounts Payable will match up the slips to the statement. Statements will only be distributed when information is missing.

6. ~~We are required,~~ by the charge card vendor, to make an electronic payment within 14 days of the statement date so we do not have time to search for information.

78. Charge card purchases will have to be paid before Council can approve them. We will include the vouchers in the Council batch following the end of the month when we process our batch of all

electronic payments made for the month. Based on the vendor's statement date of the 25<sup>th</sup>, it will miss the cycle at the end of the current month and would have to wait another month. These vouchers would then be 7 to 11 ~~weeks~~ days past the purchase date by the time the Council sees them.

89. Upon leaving employment, or when, ~~for good reason,~~ an employee no longer needs to have the charge card, the Department Head will be responsible for retrieving it. The ~~City Clerk/~~ Finance Director, or his/her designee, will maintain a list of employees to whom cards have been issued. Department Heads, therefore, must inform the ~~Clerk's~~ Finance office when it is necessary to either reassign a card or to remove the employee's name from the list of those who are holding a City charge card.

~~F. Loss of Privilege -~~ If an employee exhibits non-compliance with these procedures, ~~warningsdiscipline~~ for non-compliance ~~will be issued. Upon issuance may occur, up to an including the loss of the third warning, privilege to use of the charge card by that employee may result in disciplinary action will result in a six (6) month suspension.~~

~~or termination.~~ A Department Head has the right to establish additional restrictions on City charge card use within his/her respective department

Manual Title	The City of Baraboo Purchasing Policy	Page #	10
Section	Charge Cards (Continued)	Dated	February 26, 2019

~~Agreement to Accept the City's Charge Card~~

~~The City of Baraboo employs a charge card program through \_\_\_\_\_ which empowers selected individuals, you being one of those selected, with the ability to make certain purchases with a charge card. Your signature below serves as verification that you have read and understand the City's Purchasing Policy. It also means that you agree to comply with the policy and are willing to take on the following responsibilities:~~

- ~~1. I acknowledge receipt of a charge card bearing the account number \_\_\_\_\_~~
- ~~2. I understand the card is for City approved purchases only and I agree not to charge personal items.~~
- ~~3. I am fully aware that improper use of this card can be considered misappropriation of City funds and that improper use may result in disciplinary action up to and including termination of employment.~~

4. ~~I agree to surrender the card immediately upon termination of employment, whether for retirement or for voluntary, or involuntary, reasons. If my duties change and new duties do not require that I use a charge card, I agree to surrender the card under these circumstances as well.~~ VII. FLEET FUEL CHARGE CARDS

A. ~~5.~~

5. ~~The card is issued in my name and I will not allow any other person to use the card unless so directed by my Department Head or the Program Administrator.~~

6. ~~I agree that I am considered responsible for any and all charges against my card.~~

7. ~~I understand that all charges will be billed directly to, and paid directly by, the City. Therefore, any personal charges billed to the City through the charge card could be considered misappropriation of City funds.~~

8. ~~Because the card is City property, I understand that I may be periodically required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the card to validate its existence and account number.~~

9. ~~Accounts Payable will receive a monthly reconciliation statement reporting all activity during the statement period. Since I am responsible for all charges associated with my card, I will resolve any discrepancies with designated Accounts Payable personnel or the Program Administrator.~~

10. ~~I understand that the card is not provided to all employees. Assignment is based on my need to purchase materials for the City and/or to provide for business travel. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.~~

Print Employee Name \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_

Print Department Head Name \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature \_\_\_\_\_

Manual Title	The City of Baraboo Purchasing Policy	Page #	11
Section	Fleet Fuel Charge Cards	Dated	February 26, 2019

use of Card. All fuel for City owned vehicles and equipment will be purchased using a fleet charge card.

The following department's vehicles have been issued a fleet card for each City owned vehicle or equipment:

- ☐ Fire Department
- ☐ Police Department
- ☐ Engineering Department
- ☐ Building Inspector
- ☐ Administration
- ☐ Water Department
- ☐ Sewer Department

The following departments have employees that have been selected to receive fleet charge cards in their name on behalf of the City:

- ☐ Department of Public Works
- ☐ Parks Department

B. Department Head in each area Responsibilities. The respective Department Head will be responsible for reporting and managing authorized users for their department to the Deputy Treasurer Finance Director.

C. Employee's Use of Fleet Charge Card. The Department Heads are responsible for determining the individual(s) in their organization who will have a fleet charge card. All users will be issued a Personal Pin # and will be required to enter the pin at the pump (or at the cashier) to authorize the fuel purchase. All purchases can and will be tracked by the department, vehicle and user. The Department Head has the right to establish additional restrictions on City fleet charge card use within his/her respective department. Those individuals will be asked to sign an agreement that:

The following departments have employees that have been selected to receive fleet charge cards in their name on behalf of the City:

Department of Public Works  
Parks Department

~~The Department Heads are responsible for determining the individual(s) in their organization who will have a fleet charge card. Those individuals will be asked to sign an agreement that:~~

1. Acknowledges that they understand the purpose of the program;
2. Certifies that they have read and understand the this Fleet Charge Card Policy Section of the City's Purchasing Policy.
3. Confirms that improper use of the card may result in disciplinary action up to and including termination of employment; and
4. Guarantees return of the card to the Deputy Treasurer Finance Director for reasons such as, but not limited to:
  - a. Change in duties,
  - b. Retirement,
  - c. Termination of employment,
  - d. Improper use, or
  - e. Any other sound reason determined by the Deputy Treasurer Finance Director or Department Head or City Administrator.

See Appendix B to this Policy for the agreement that must be signed by the employee. This signed agreement must be returned to the Finance Director.

D. Automatic Payroll Deduction. If an unauthorized charge occurs, the employee must immediately reimburse the dollar amount being charged to the Accounts Payable Finance Department. If the employee does not submit payment to Accounts Payable the Finance Department, that lack of action acts as the employee's permission for an automatic payroll deduction for the unauthorized charges or the amount in excess of what is allowed to be taken from the employees next payroll check.

<b>Manual Title</b>	The City of Baraboo Purchasing Policy	<b>Page #</b>	12
<b>Section</b>	Fleet Fuel Charge Cards (Continued)	<b>Dated</b>	February 26, 2019

E. Documentation - As with any purchases made for the City, paperwork is required. To ensure that our Accounts Payable Finance Department can make payment of the charge card debt in a timely manner, it will be necessary for the following rules to be followed:

1. Employees who use a City fleet charge card shall, as soon as possible after making a purchase, submit supporting documentation to the Department Head. Supporting documentation may include:
  - a. The vendor's detailed sales receipt.
  - b. Documentation must include the name of the vendor providing the goods, the employee(s) involved, vehicle or equipment the fuel is for, the amount, and the date.

2. All sales documentation needs to be clearly marked as a charge card purchase with the department/card number indicated and the name of the employee who made the purchase.
3. Department Heads will receive the fleet card statement at the end of each billing cycle, and approve the purchases made by writing the proper account code and signing the statement. The Department Head will be required to attach the supporting documentation to each statement.
4. Department Heads or designee must enter the documentation information into the City's financial software.
4. Department Heads or designee will promptly place the approved charges in the Accounts Payable basket in the Clerk's Finance Department.
5. Upon leaving employment or there is no longer a need for an individual to have a fleet charge card, the Department Head will be responsible for retrieving the card. The City Clerk/ Finance Director, or his/her designee, will maintain a list of employees to whom cards have been issued. Department Heads, therefore, must inform the Clerk's Finance-office Department when it is necessary to either reassign a card or to remove the employee's name from the list of those who are holding a Cityfleet charge card.

F. Loss of Privilege— If an employee exhibits non-compliance with these procedures, warningsdiscipline for non-compliance will be issued. Upon issuance of may occur, up to an including the third warning, loss of privilege to use of the fleet charge card by that employee will result in a six (6) month suspension may result in disciplinary action.

or termination. A Department Head has the right to establish additional restrictions on City fleet charge card use within his/her respective department. Just as this, they can't direct the City Clerk/Finance Dept.

Manual Title	The City of Baraboo Purchasing Policy	Page #	13
Section	Fleet Fuel Charge Cards (Continued)	Dated	February 26, 2019

**Agreement to Accept the City's Fleet Charge Card**

~~The City of Baraboo employs a fleet charge card program through Voyager Fleet Card which empowers selected individuals, you being one of those selected, with the ability to make fuel purchases with a charge card. Your signature below services as verification that you have read and understand the Fleet Charge Card Policy Section of the City's Purchasing Policy. It also means that you agree to comply with the policy and are willing to take on the following responsibilities:~~

1. I acknowledge receipt of a charge card bearing the account number ##### ##### #.

2. I understand the card is for City approved fuel purchases only, and I agree not to charge personal items.

~~3.1. I am fully aware that improper use of this card can be considered misappropriation of its funds and that improper use may result in disciplinary action up to and including termination of employment.~~

~~4. I agree to surrender the card immediately upon termination of employment, whether for retirement or for voluntary, involuntary reasons. If my duties change and new duties do not require that I use a charge card, I agree to surrender the card under these circumstances as well.~~

~~5. The card is issued in my name, and I will not allow any other person to use the card unless so directed by my Department Head or the Program Administrator.~~

~~6.1. I agree that I am entirely responsible for any and all charges against my card.~~

~~7.1. I understand that all charges will be billed directly to, and paid directly by, the City. Therefore, any personal charges billed to the City through the charge card could be considered misappropriation of the City funds.~~

~~8.1. Because the card is City property, I understand that I may be periodically required to comply with internal controls procedures designed to protect City assets. This process includes being asked to produce the card to validate its existence and account number.~~

~~9. Accounts Payable will receive a monthly reconciliation statement reporting all activity during statement period. Since I am responsible for all charges associated with my card, I will resolve any discrepancies with designated Accounts Payable personnel or the Program Administrator.~~

~~1. I understand that the card is not provided to all employees. Assignment is based on my need to purchase fuel for the City's vehicles and equipment. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.~~

Print Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Print Department Head Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Manual Title	The City of Baraboo Purchasing Policy	Page #	14
Section	Miscellaneous Considerations	Dated	February 26, 2019

### Encumbrances and Financial Recordkeeping

~~Encumbrances are commitments related to purchase orders or contracts that have been issued, but for which no goods or services have yet been received. Encumbrances are recorded as they occur for budgetary control purposes.~~

~~The issuance of a purchase order or the signing of a contract creates an encumbrance of the amount required to be paid during the current year. This amount is no longer available for obligation or expenditure, unless the purchase order or contract is canceled. Encumbrance records shall be maintained by the City Finance Director.~~

### Non-Budgeted Items

~~Purchases that have not been provided for in the current budget will require Council approval through budget transfers or amendments. The Department Head shall notify the City Finance Director and provide written documentation regarding the expenditure. This information will be provided to the Finance Committee for a recommendation to Council concerning purchase approval and necessary budgetary transfers or amendments.~~

#### Insurance Claims

~~Purchases resulting from an accident or loss covered by the City's insurance policy will be treated as non-budgeted items. Although money will be received from the claim, this is deposited into an "Insurance Proceeds" revenue account. Purchases will be expended from the appropriate capital outlay or maintenance account, hence necessitating a budget amendment.~~

#### Local Merchants

~~The City will give utmost consideration to local merchants taking price and service into account.~~

#### Conflict of Interest

~~Employees of the municipality are regulated by State Statute 946.13 concerning Conflicts of Interest. The current statutory limit is \$15,000. For lesser amounts, it shall be unethical for any City employee to participate directly or indirectly in a purchase or contract when the City employee or any member of the employee's immediate family has a financial interest pertaining to the contract or purchase unless the contract has been competitively bid or the service is highly specialized and only one supplier is available.~~

#### New Vendors

~~New vendors must be approved and created by the Finance Department prior to the purchase being initiated to satisfy internal control procedures. The Purchase Order Software will not complete the requisition process until the vendor has been created. To facilitate approval, complete the New Vendor Request Form found at P/Clerk/Forms/New Vendor Request and submit it to the Deputy Treasurer Accounts Payable.~~

Manual Title	The City of Baraboo Purchasing Policy	Page #	15
Section	Sale of Surplus Property	Dated	February 26, 2019

### VII. SALE OF SURPLUS PROPERTY

#### A. Tangible Property

City property is declared "surplus" when it is no longer necessary, practical or economical to be retained by the City. Department Heads are responsible for identifying surplus furniture, equipment, supplies, etc., in their departments. The City Administrator or designee, however, is responsible for the sale or disposal of all surplus property. The City Administrator or designee shall determine the best method for sale or disposal of the surplus property. Such methods shall include internet postings on well-known sites such as eBay

or Craigslist, public bid, public auction or private sale.

~~A Department Head who determines that a specific item(s) is no longer useful shall submit a written description of the item(s) to the City Administrator. The description shall include the make, model number, serial number (if applicable), age, general condition, original cost (if known) and place where the item(s) can be inspected.~~

~~Subsequently, the City Administrator shall determine whether the item(s) can be used by another City department. If not, the City Administrator shall determine the best method for sale or disposal of the surplus property. Such alternatives shall include internet postings on well-known sites such as E-Bay or Craig's List, public bid, public auction, or private sale.~~

#### Police Unclaimed Property

B. POLICE UNCLAIMED PROPERTY. In accordance with Wisconsin State Law, the Baraboo Police Department sells at public auction all lost, abandoned, unclaimed, forfeited or stolen property remaining in the possession of the Police Department for a period of six months without a lawful claimant, except that unclaimed bicycles may be auctioned after a three-month waiting period. The Police use the services of a public internet auction site.

#### Real Estate

~~When any City board, committee, or commission determines that public property should be disposed of, the recommendation of that body will be given to the Plan Commission for review. Some boards, committees, and commissions may hold title in property that could be used by other departments or services of the City.~~

C. REAL ESTATE. Whenever aCity owned property is proposed for sale, there should be an internal review conducted by the City Administrator and Department Head to determine whether the City may need the parcel in the future and for what purposes.

purpose. The City Administrator will then prepare a report for Plan Commission for review. The Plan Commission will consider the land sale request, along with the Administrator's Report on the property, and then prepare a recommendation based on zoning or land use of the property.

The Plan Commission recommendation will then be submitted to the Finance Committee who shall consider whether an appraisal is necessary, how the property may be disposed of, and then forwards a recommendation on to the City Council for final action.

The City Administrator is responsible for carrying out the Council's actions for disposition of the property. Property may be disposed of by public auction, sealed bids, or by a mutual sales agreement.

Manual Title	The City of Baraboo Purchasing Policy	Page #	16
Section	Petty Cash	Dated	February 26, 2019

The petty cash fund has been established to expedite miscellaneous purchases and payment of small bills that are not required to be handled under the City's established purchasing policy. All City personnel, with the approval of their respective Department Heads, may use the petty cash fund within the guidelines established below. The petty cash fund shall be administered by the City Treasurer or designee.

To be eligible for using the petty cash fund, the following two requirements must be complied with:

- 0. The items purchased are not regularly stocked in other departments.
- 0. The purchase price may not exceed \$20 although the City Treasurer may waive this limit in certain situations.

In addition, the following items are prohibited from payment out of the petty cash fund:

- 0. Regularly stocked items
- 0. Personal services
- 0. Cashing of personal checks
- 0. Payment for materials or equipment from a vendor which the City maintains an account.

The following procedure shall be used when administering the petty cash fund:

**Buyer-**

- 0. Completes petty cash voucher giving itemization, purchase price and account to be charged, or
- 0. Submits vendor's receipt showing details of the purchase and indicates account to be charged.

**City Treasurer-**

- 0. Counter-signs petty cash voucher or vendor's receipt
- 0. Reimburses buyer.

Manual Title	The City of Baraboo Purchasing Policy	Page #	17
Section	Procedures_Purchasing Parameters	Dated	February 26, 2019

### Purchasing Parameters

### VIII. PURCHASING PARAMETERS

A. Routine Budgeted Purchases. Routine budgeted purchases made by the City of Baraboo may be grouped under the following categories:

2

1. Purchases under- \$1,000 are authorized by a Department Head without further authorization except that purchases shall meet the competitive bidding requirements, as outlined in this Policy, and the item is included in the current budget.
32. Purchases from -\$1,000 to \$10,000 dollars shall be approved prior to ordering by the City Finance Director, but only after the Department Head complies with competitive bidding requirements, forwards a completed a purchase order with copies of bids or quotes received to the City Finance Director, and the item is included in the current budget.
1. Purchases from \$10,001 to \$50,000 shall be approved prior to ordering by the City Administrator, but

only after the Department Head complies with competitive bidding requirements, forwards a completed purchase order with copies of bids or quotes received to the City Finance Director, and the item is included in the current budget.

—5 4. Purchases over \$50,000 shall be approved prior to ordering by the City Finance/Personnel Committee, but only after the Department Head complies with competitive bidding requirements, forwards a completed purchase order with copies of bids or quotes received to the City Finance Director, and the item is included in the current budget.

6

B. Construction and Public Works Contracts. Construction and public works contracts must be advertised and bid according to state law.

7.

C. Department Head Responsibilities. Except for labor, Department Heads shall request transfers of budgeted funds in the General Fund within each function code as part of their purchase order requisition in the "Notes" section. Department Heads are required to monitor total spending for each of their function budgets and not exceed the total budgeted amount for each function. The total budget for each function will be considered the spending parameter for legal notice purposes. These transfers are approved or denied as part of the purchase order processing according to the thresholds set in this policy for the City Finance Director and/or the City Administrator.

D. Unbudgeted or Under-budgeted Budgeted Purchases (Items to be approved by the City Common Council, by way of a recommendation from the City's Finance/Personnel Committee and Common Council, must approve all non-budgeted purchases prior to purchasing. The Department Head must still comply with competitive bidding requirements, and forward a completed purchase order with copies of bids or quotes received to the City Finance Director.

Manual Title	The City of Baraboo Purchasing Policy	Page #	18
Section	Procedures Purchase Orders	Dated	February 26, 2019

#### E. Purchase Orders.

A PURCHASE ORDER IS REQUIRED. A Purchase Order is required before a purchase is made to obtain goods and services for the following:

1. Operating supplies
2. Office supplies
3. Clothing acquisitions
4. Small tools and minor equipment

5. Maintenance and repair supplies
6. Equipment Rentals (requests shall state approximate hours and rental cost per hour)
7. Printing
8. Office furniture or equipment
9. Capital Outlay Items
10. Services not covered by a contract

B. ~~A PURCHASE ORDER IS NOT REQUIRED~~ Purchase Order is not required for the following purchases:

1. Professional contracted service such as legal, architectural, engineering, auditing, maintenance contracts and janitorial contracts, if the contract has been approved by the Common-Council.
2. Utility expenditures such as electricity, natural gas, cable TV and telephone service.
3. Payroll and related expenses such as employee hospitalization, insurance payments, pension payments and mandatory state and federal employee withholding.
4. Routine expenditures such as insurance premiums, and bond payments that have received prior Council approval and authorization.
5. Reimbursement to citizens for a canceled recreation program.
6. Employee reimbursement for miscellaneous out-of-pocket expenses.

#### Purchases over \$1,000

F. Purchasing Procedure. The following is the standard procedure to be used for all purchasing categories after proper authorization is secured. Also see Appendix C – General Purchasing Workflow for Departments.

1. The Department Head or designee shall follow procedures listed in this policy and the Baraboo Municipal Code for all purchases.
2. The Department Head or other authorized personnel designee will complete a requisition using the Purchase Order module associated with the City's accounting software.
  - a. Request must include required competitive bidding obtained, including quotes or bids received, and budget amendments or transfer requests to ensure that the purchase will not exceed the approved budget.
3. The City Finance Director will return a response to the Department of purchase who shall include the PO number on the invoice and packing slip.
4. When the material or service has been received and accepted, the Department Head will write the PO on applicable invoices and packing slips to the Finance department for processing. Invoices shall indicate approval for payment by the Department Head whose budget accounts will be affected by the payment. If partial shipments are received, the Department will submit applicable invoices marked in the same manner previously described to the City Finance Department in order to make timely payments.
5. The City Finance Department will review the invoices awaiting payment for accuracy, discounts available, erroneous sales tax charges and may make changes if errors are found.

<b>Manual Title</b>	The City of Baraboo Purchasing Policy	<b>Page #</b>	19
<b>Section</b>	Procedures Purchase Orders (Continued)	<b>Dated</b>	February 26, 2019

7.6. All financial obligations, after administrative review, shall be submitted to the Council for approval at the regular meetings of the Council. The City Administrator is authorized to deviate from this point when it is in the best interests of the City to take advantage of discounts offered by suppliers or contractors, which if not pursued, would result in additional costs to the municipality. Said payments shall be listed for Council approval also, but the checks may be released early if the in the best interest of the City.

<b>Manual Title</b>	The City of Baraboo Purchasing Policy	<b>Page #</b>	20
	Procedures, Contracted Services and Other Contracted		
<b>Section</b>	Purchases	<b>Dated</b>	February 26, 2019

~~Department Heads do not have legal standing to enter into contracts on behalf of the City unless expressly authorized to do so by the City Council.~~

#### IX. PROCEDURES FOR CONTRACTED SERVICES AND OTHER CONTRACTED PURCHASES

A. Contracts ~~must be reviewed by the City Attorney as to form.~~

~~For routine services or renewal contracts, the City Finance Director, Mayor, or City Administrator are authorized to execute the contracts without Council action, provided that the expense is budgeted and other provisions of this policy are complied with. Two of the three persons must sign each contract.~~

~~Department Heads must follow all competitive bidding requirements for procuring contracted services or purchases. However, a purchase order is not needed in these instances.~~

~~The City Administrator shall have authority to sign contracts to purchase vehicles or equipment provided they are included in the annual budget and meet guidelines of the purchasing policy.~~

Defined. For purposes of this policy, "contracts" are defined as any document:

1. Requiring signature of statutory officers of the City.
2. Expressly waiving liability of the vendor.
3. Expressing a scope of service to be performed by the vendor.
4. Placing conditions (other than payment) upon the City.

Manual Title	The City of Baraboo Purchasing Policy	Page #	21
Section	Procedures Emergency Purchases	Dated	February 26, 2019

5. Emergency Purchases Contracts also include lease agreements and memorandum of understandings (MOU's).

B. Competitive Bidding. ~~Department Heads must follow all competitive bidding requirements for procuring contracted services or purchases. However, a purchase order is not needed in these instances.~~

C. Signatories. The signatories for the City are the Finance Director, Mayor and the City Administrator, each of whom are authorized to execute the contracts without additional Council action; two of the three persons must sign each contract. Department Heads do not have legal standing to enter into contracts on behalf of the City unless expressly authorized to do so by the City Council.

The City Administrator shall have authority to sign contracts to purchase vehicles or equipment without an additional signatory provided they are included in the annual budget and meet the guidelines of the purchasing policy.

D. Contract Review. All contracts must be reviewed by the City Attorney as to form prior to the execution of the contract. Department Heads should submit contracts to the City Attorney as soon as possible for timely review – ideally at least one business week prior to the execution date. All questions about whether a document is a contract should be directed to the City Attorney prior to execution of the document.

#### X. EMERGENCY PURCHASES

Emergency purchasing procedures should only be used when normal purchasing channels are not feasible. Emergency purchases may be made:

1. —When there is a need for immediate delivery of items.
2. —To prevent delays in work or construction schedules.
3. —When there is an immediate threat to employees, public health or safety, or
4. —To meet emergencies rising from unforeseen causes.
5. When there is an emergency declaration.

For emergency purchases over \$1,000, the Department Head shall take the following steps:

1. Notify the City Administrator of the emergency and receive a waiver of the provisions of the purchasing policy.
2. Complete a purchase requisition after the fact and document emergency status in the “Notes” section.

<b>Manual Title</b>	The City of Baraboo Purchasing Policy	<b>Page #</b>	22
<b>Section</b>	Procedures_ Grants as A Revenue Source	<b>Dated</b>	February 26, 2019

#### Grants as Revenue Source

#### XI. GRANTS AS A REVENUE SOURCE

Prior approval from the Finance/Personnel Committee is required when the grant requires a City matching contribution. Approval must be granted prior to the submission of the grant application. City matching contributions are defined to include any monetary contribution, change in service or staffing.

<b>Manual Title</b>	The City of Baraboo Purchasing Policy	<b>Page #</b>	23
<b>Section</b>	Procedures_Workflow	<b>Dated</b>	February 26, 2019

**Department of Purchase Under \$1,000**

- 1 Department Places Order
- 2 Vendor Fills Order
- 3 Clerk, Administrator and Mayor may approve budgeted contracts

**Between \$1,000 and \$10,000**

- 1 Prior Approval Is Needed
- 2 Department Head Obtains 3 quotes
- 3 Completes Purchase requisition
- 4 Verifies that item is budgeted or requests transfer
- 5 Forward to City Finance Director
- 6 Clerk, Administrator and Mayor may approve budgeted contracts

**Between \$10,001 and \$50,000**

- 1 Prior Approval Is Needed
- 2 Department Head Obtains 3 quotes
- 3 Completes Purchase requisition
- 4 Verifies that item is budgeted or requests transfer
- 5 Forward to City Finance Director
- 6 Finance Director forwards to City Administrator
- 7 Finance Director forwards to Finance-Personnel Committee
- 8 Clerk, Administrator and Mayor may approve budgeted contracts

**Over \$50,000**

- 1 Prior Approval Is Needed
- 2 Department Head Obtains 3 quotes
- 3 Completes Purchase requisition
- 4 Verifies that item is budgeted or requests transfer
- 5 Forward to City Finance Director
- 6 Finance Director forwards to City Administrator
- 7 Finance Director forwards to Finance-Personnel Committee
- 8 Clerk, Administrator and Mayor may approve budgeted contracts

**Unbudgeted or Under-budgeted Purchases**

- 1 Prior Approval Is Needed
- 2 Department Head Obtains 3 quotes
- 3 Completes Purchase requisition
- 4 Identifies Revenue source and requests amendment
- 5 Forward to City Finance Director
- 6 Finance Director forwards to Finance-Personnel Committee
- 7 Common Council
- 8 Council must approve all contracts

<b>Manual Title</b>	The City of Baraboo Purchasing Policy	<b>Page #</b>	24
<b>Section</b>	Purchase Order Instructions	<b>Dated</b>	February 26, 2019

Here is where you attach PDFs

PO Number automatically generated

If you are using same vendor for multiple purchases, use blank PO

You should separate when you select a vendor

Add attachments Merge PDF's

Get amount and date with the Extended Price Select

No data

Vendor Name  
Select a vendor

PO Number  
3910

PO Type  
Regular

Blanket PO  
Select a Blanket PO number

Total Amount  
.00

Department  
Select a department

Remit To Address  
Select a remittance

PO Date  
02/06/2019

Input Date  
02/06/2019

Shipping  
Select a shipping location

Default GL Period  
02/19 (2/28/2019)

Notes  
Enter any notes

☐ Show Notes on PO Form

SELECT ADD CANCEL OK ENTER EXTENDED P... GL PER... ACT... SHIPPING YTD

Manual Title	The City of Baraboo Purchasing Policy	Page #	25
Section	Purchase Order Instructions (Continued)	Dated	February 26, 2019





The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City of Baraboo, ~~and to ensure compliance with applicable laws and accounting procedures.~~ This policy supersedes other departmental policies regarding these issues. This policy provides guidance when individuals, community groups, and businesses wish to make ~~donation~~ donations to the City. This policy also establishes the standards for City employees and City officials regarding the acceptance of gifts and fundraising activities during the performance of City business. ~~To promote consistent and best practices by all City employees and department, and to ensure compliance with applicable laws and accounting procedures, the follow policy and guidelines are hereby established:~~

A. Types of Donations. Donations may be offered in the form of cash, real or personal property. Designated donations are those donations that the donor specifies for a particular City department, location, or purpose. Undesignated donations are those donations that are given to the City for an unspecified use. Designated donations may only be accepted when they have a purpose consistent with the City's goals and objectives and are in the best interest of the City of Baraboo.

B. Acceptance of Donations. ~~All donations to the City shall immediately be submitted for consideration to the City Administrator.~~ Based on the value of the donation offered as outlined below, appropriate City staff shall review every donation and determine if the benefits to be derived warrant acceptance of the donation. The following points list the threshold amounts for donation acceptance.

1. Offers of donations of cash or items valued at \$5,000 or below shall be considered for acceptance the Department Head.
2. Offers of donations of cash or items valued more than \$5,000 and up to \$50,000 shall be considered for acceptance the City Administrator. All donations over \$10,000 shall be reported to the City Council as informational.
3. Offers of donations of cash or items valued more than \$50,000 shall be considered for acceptance by the City Council. Conations valued at more than \$50,000 require acceptance through a written agreement consistent with these guidelines and approved by the City Council.

C. Acceptance of Designated Donations. Prior to acceptance of designated donations, appropriate City staff will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for the evaluation include but are not limited to:

1. Consideration of an immediate or initial expenditure required in order to accept the donation;
2. The potential and extent of the City's obligation to maintain, match, or supplement the donation; and
3. The need for the property, including where and what type of property it is.

D. Fundraising. Solicitation of voluntary contributions shall not violate the Code of Ethics for local officials under Wisconsin Statutes and City of Baraboo Code of Ordinances. In addition, no solicitation shall state or imply that a donation will influence or affect how the party is treated by City officer and employees.

1. All fundraising and solicitation efforts shall be consistent with the missions, goals, and mandates of the City. Solicitation for business, commercial, or personal reasons by City employees not directly related to City operations is prohibited. All donated funds or property become public property upon acceptance and shall be used or expended for public purposes.

<b>Manual Title</b>	The City of Baraboo Purchasing Policy	<b>Page #</b>	27
<b>Section</b>	Donation Policy (Continued)	<b>Dated</b>	February 26, 2019

4.2. All fundraising and solicitation efforts to support City programs and projects shall be authorized by the City Council after prior review and recommendation by the appropriate oversight Committee, Commission or Board. Council authorization may include continuing authorization or authorization for a one-time only project.

E. Accounting. Following donation acceptance, the Department shall obtain written approval of City Finance Director or delegate regarding procedures to account for the donation. Said approval shall include proper accounting protocols for fundraising revenues and expenditures to be coordinated through the office of the Finance Director. No Department shall be allowed to maintain a checking or savings account for fundraising activities that is separate from the City accounting system. The Finance Director shall also be responsible for ensuring donated property is properly insured upon acceptance of said property.

F. Status of Donated Property. All donated property given to the City of Baraboo becomes the property of the City to oversee, maintain, and manage and may be used in the complete discretion of the City, unless the parameters of the donation specifically require otherwise. The City will decide when changes shall be made to any facility or materials, with no guarantee of donated items being retained. If personal property becomes obsolete, the City will attempt, if possible, to find another use for the property. The City is not required to maintain the property beyond its useful life. The City does not guarantee future funding for repair, maintenance, use or replacement of donated items.

G. Library Donations. All donations to the library are governed by its Gift Policy adopted November 19, 2013, and as may be amended.

Note: The City of Baraboo cannot guarantee future funding for repair, maintenance, use or replacement of donated items.

### XIII. MISCELLANEOUS CONSIDERATIONS

A. Encumbrances and Financial Recordkeeping. Encumbrances are commitments related to purchase orders or contracts that have been issued, but for which no goods or services have yet been received. Encumbrances are recorded as they occur for budgetary control purposes.

The issuance of a purchase order or the signing of a contract creates an encumbrance of the amount required to be paid during the current year. This amount is no longer available for obligation or expenditure, unless the purchase order or contract is canceled. Encumbrance records shall be maintained by the City Finance Director.

B. Non-Budgeted Items. Purchases that have not been provided for in the current budget will require Council approval through budget transfers or amendments. The Department Head shall notify the City Finance Director and provide written documentation regarding the expenditure. This information will be provided to the Finance Committee for a recommendation to Council concerning purchase approval and necessary budgetary transfers or amendments.

- C. Insurance Claim and Settlement Proceeds. Purchases resulting from an accident or loss covered by the City's insurance policy or legal settlement will be treated as non-budgeted items. Although money will be received from the claim or settlement, this is deposited into an "Insurance Proceeds" revenue account. Purchases will be expended from the appropriate capital outlay or maintenance account, hence necessitating a budget amendment.
- D. Property Room Surplus. Police Department property room surplus items shall be disposed of at the discretion of the Police Chief or designee and pursuant to State Statute. Any proceeds from the sale of said items shall be entered into the Police Property Surplus budget.
- E. Local Merchants. The City will give utmost consideration to local merchants taking price and service into account.
- F. Conflict Of Interest. Employees of the municipality are regulated by §946.13, Wis. Stat., and §1.77, City Code, concerning conflicts of interest. The statutory amount that an employee can earn directly or indirectly per 12-month period from the City for doing contracted work for the City is \$15,000.00. For lesser amounts, it shall be unethical for any City employee to participate directly or indirectly in a purchase or contract when the City employee or any member of the employee's immediate family has a financial interest pertaining to the contract or purchase unless the contract has been competitively bid or the service is highly specialized and only one supplier is available, and the employee has followed the procedure set forth in §1.77, City Code.
- G. New Vendors. New vendors must be approved and created by the Finance Department prior to the purchase being initiated to satisfy internal control procedures. The Purchase Order Software will not complete the requisition process until the vendor has been created. To facilitate approval, complete the New Vendor Request Form and submit it to the Finance Department.

## APPENDIX A

### Agreement to Accept the City's Charge Card

The City of Baraboo employs a charge card program through which empowers selected individuals, you being one of those selected, with the ability to make certain purchases with a charge card. Your signature below serves as verification that you have read and understand the City's Purchasing Policy. It also means that you agree to comply with the policy and are willing to take on the following responsibilities:

1. I acknowledge receipt of a charge card bearing the account number
2. I understand the card is for City-approved purchases only and I agree not to charge personal items.
3. I am fully aware that improper use of this card can be considered misappropriation of City funds and that improper use may result in disciplinary action up to and including termination of employment.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement or for voluntary or involuntary reasons. If my duties change and new duties do not require that I use a charge card, I also agree to surrender the card under these circumstances.
5. The card is issued in my name and I will not allow any other person to use the card unless so directed by my Department Head or designee.
6. I agree that I am considered responsible for any and all charges against the card.
7. I understand that all charges will be billed directly to, and paid directly by, the City. Therefore, any personal charges billed to the City through the charge card could be considered misappropriation of City funds.
8. Because the card is City property, I understand that I may be periodically required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the card to validate its existence and account number.
9. Accounts Payable will receive a monthly reconciliation statement reporting all activity during the statement period. Since I am responsible for all charges associated with my card, I will resolve any discrepancies with designated Finance Department personnel.
10. I understand that the card is not provided to all employees. Assignment is based on my need to purchase materials for the City and/or to provide for business travel. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

Print Employee Name \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_

Print Department Head Name \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature \_\_\_\_\_

## APPENDIX B

### Agreement to Accept the City's Fleet Charge Card

The City of Baraboo employs a fleet charge card program through Voyager Fleet Card which empowers selected individuals, you being one of those selected, with the ability to make fuel purchases with a charge card. Your signature below serves as verification that you have read and understand the Fleet Charge Card Policy Section of the City's Purchasing Policy. It also means that you agree to comply with the policy and are willing to take on the following responsibilities:

1. I acknowledge receipt of a fleet charge card bearing the account number
2. I understand the card is for City-approved fuel purchases only, and I agree not to charge personal items.
3. I am fully aware that improper use of this card can be considered misappropriation of its funds and that improper use may result in disciplinary action up to and including termination of employment.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement or for voluntary or involuntary reasons. If my duties change and new duties do not require that I use a charge card, I also agree to surrender the card under these circumstances.
5. The card is issued in my name, and I will not allow any other person to use the card unless so directed by my Department Head or designee
6. I agree that I am considered responsible for any and all charges against my card.
7. I understand that all charges will be billed directly to, and paid directly by, the City. Therefore, any personal charges billed to the City through the charge card could be considered misappropriation of the City funds.
8. Because the card is City property, I understand that I may be periodically required to comply with internal control procedures designed to protect City assets. This process includes being asked to produce the card to validate its existence and account number.
9. Accounts Payable will receive a monthly reconciliation statement reporting all activity during statement period. Since I am responsible for all charges associated with my card, I will resolve any discrepancies with designated Finance Department personnel.
10. I understand that the card is not provided to all employees. Assignment is based on my need to purchase fuel for the City's vehicles and equipment. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

Print Employee Name \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_

Print Department Head Name \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature \_\_\_\_\_

**APPENDIX C**  
**GENERAL PURCHASING WORKFLOW FOR CITY DEPARTMENTS**

City departments may use this as a general guide for purchases, but this is intended to be a summary only and does not supersede the material contained in the Purchasing Policy!

**PURCHASE UNDER \$1,000**

1. Department verifies purchase is within budget or obtains approval from Council via Finance/Personnel Committee.
2. Department should competitively bid, but not required.
3. Department determines if purchase will require a contract.

If YES:

- a. Submit vendor's contract to City Attorney for review or contact City Attorney for contract drafting.
- b. Contract is signed by Finance Director, City Administrator or Mayor (2 of 3) AFTER the vendor has signed.
- c. Original copy of contract goes to City Clerk for filing in the Vault.

If NO:

- a. Department places order.
- b. Invoice must be entered into *MiViewPoint* and original placed in basket in Finance Dept.

**PURCHASE BETWEEN \$1,000 - \$10,000**

1. Department verifies purchase is within budget or obtains approval from Council via Finance/Personnel Committee.
2. Department competitively bids for the purchase pursuant to Purchasing Policy.
3. Department completes purchase order requisition and submits copies of bids/quotes to Finance Department (*done in MiViewPoint*).
4. Finance Director approves purchase order requisition.
4. Department determines if purchase will require a contract.

If YES:

- a. Submit vendor's contract to City Attorney for review or contact City Attorney for contract drafting.
- b. Contract is signed by Finance Director, City Administrator or Mayor (2 of 3) AFTER the vendor has signed.
- c. Original copy of contract goes to City Clerk for filing in the Vault.

If NO:

- a. Department places order.
- b. Invoice must be entered into *MiViewPoint* and original placed in basket in Finance Dept.

**PURCHASE BETWEEN \$10,001 - \$50,000**

1. Department verifies purchase is within budget or obtains approval from Council via Finance/Personnel Committee.
2. Department competitively bids for the purchase pursuant to Purchasing Policy.
3. Department completes purchase order requisition and submits copies of bids/quotes to Finance Department (*done in MiViewPoint*).
4. Finance Director approves purchase order requisition.
5. City Administrator approves purchase order requisition.

6.. Department determines if purchase will require a contract.

If YES:

- a. Submit vendor's contract to City Attorney for review or contact City Attorney for contract drafting.
- b. Contract is signed by Finance Director, City Administrator or Mayor (2 of 3) AFTER the vendor has signed.
- c. Original copy of contract goes to City Clerk for filing in the Vault.

If NO:

- a. Department places order.
- b. When Department receives bill/invoice, this must entered into *MiViewPoint*

**PURCHASE \$50,001+**

1. Department verifies purchase is within budget or obtains approval from Council via Finance/Personnel Committee.
2. Department competitively bids for the purchase pursuant to Purchasing Policy.
3. Department completes purchase order requisition and submits copies of bids/quotes to Finance Department (*done in MiViewPoint*).
4. Finance Director approves purchase order requisition.
5. City Administrator approves purchase order requisition.
6. Purchase Order requisition requires approval from Common Council ONLY IF the item was not previously approved by Council.
7. Department determines if purchase will require a contract.

If YES:

- a. Submit vendor's contract to City Attorney for review or contact City Attorney for contract drafting.
- b. Contract is signed by Finance Director, City Administrator or Mayor (2 of 3) AFTER the vendor has signed.
- c. Original copy of contract goes to City Clerk for filing in the Vault.

If NO:

- a. Department places order.
- b. Invoice must be entered into *MiViewPoint* and original placed in basket in Finance Dept.

CITY OF BARABOO		TITLE: PURCHASING POLICY	
<b>TARGET AUDIENCE:</b> <ul style="list-style-type: none"> <li>• City Departments,</li> <li>• City Employees,</li> <li>• Utilities and other component units funded by City taxpayers or ratepayers, either in whole or in part,</li> <li>• Community Development Authority</li> <li>• Vendors</li> </ul>		<b>POLICY SOURCE:</b> Finance Department	<b>PAGE NUMBERS:</b>
<b>DATE APPROVED BY COUNCIL:</b> March 22, 2017		<b>DATE AMENDED BY COUNCIL:</b> February XX, 2019	<b>ATTORNEY REVIEW:</b> February 19, 2019

## SECTION 1 POLICY OBJECTIVES

- 1.1 Objectives. The objectives of the City's Purchasing Policy are:
1. To ensure that materials, equipment and services are purchased at the lowest prices consistent with quality and performance,
  2. To provide adequate controls over City expenditures and financial commitments with proper documentation,
  3. To obtain quality goods required by City departments and to ensure that these goods are at the place needed at the time needed, and;
  4. To provide a standardized system of purchasing for use by all City departments.

## SECTION II COMPETITIVE BIDDING

2.1 Policy. It is the policy of the City of Baraboo to procure needed materials, equipment and services at the lowest cost consistent with quality and performance. Therefore, City purchases will be made only after price quotations have been obtained or attempted to have been obtained from different suppliers through either formal or informal means, if required pursuant to this Policy.

2.2 Obtaining Bids. Unless required by State Statute, it shall be the Department Heads discretion on the method of obtaining bids and proposals. Options include invitations to bid and proposals by US mail, e-mail, and publication in the official newspaper, telephone contacts or verbal requests. Purchases shall attempt to obtain bids or proposals from at least three (3) vendors to ensure that comparison pricing is demonstrated.

- 2.3 Exceptions. The only exceptions to this Policy are:
1. Sole-source purchases (i.e., when only one known supplier is available): includes diagnostic vehicle repairs and warranty work that needs to be done by service providers equipped and trained for repairs on the make and model of equipment being repaired.
  2. Emergency purchases and repairs covered by insurance proceeds.
  3. Items purchased by State contract.
  4. Purchases paid with grant funds which require specific purchasing procedures;
  5. Professional services where the City Administrator has waived bidding requirements.

6. Other justifications as identified by a Department Head and approved by the City Administrator.
7. For purchases below \$1,000, the bidding/proposal process is waived although the purchaser is expected to compare prices for routine purchases and supplies. The intent is to look for quality and price over convenience, wherever practical.

2.4 Prohibited Conduct. The intentional staggering of purchases as well as dividing purchases and/or contracts to consciously evade this policy is strictly prohibited.

2.5 Competitive Bidding Process. To assist Department Heads in the bidding process, templates are available from the City Attorney and Finance Director for soliciting bids. Templates are also available for RFIs, RFPs and RFQs:

- *Request for Bid (RFB)*: Commonly used when deliverables are commodities for which there are clear specifications and when price will be the primary determining factor.
- *Request for Information (RFI)*: Commonly used to develop lists of qualified sellers and gain more input for resource availability.
- *Request for Proposal (RFP)*: Commonly used when deliverables are not well-defined or when other selection criteria will be used in addition to price.
- *Request for Quotation (RFQ)*: Commonly used when deliverables are commodities for which there are clear specifications and when price will be the primary determining factor. Unlike an RFB, this solicited price quote is used for comparison purposes and is not a formal bid for work.

2.5.1 Tie Bids. If two or more bids are in the same amount or unit price, quality, service and other factors deemed relevant being equal, the contract shall be awarded to a bidder whose principal place of business is located within the City limits, if any. If there is not a City of Baraboo bidder, the Department Head should award the contract to one of the tie bidders by cutting a deck of playing cards, with the highest card being awarded the bid.

2.5.2 Rejection of Bids. Department Heads have the authority to reject bids or parts of bids, or all bids, where the public interest will be served. In all cases, the Department Head has the authority to re-advertise and re-bid any proposed purchase or to reject all bids and to negotiate a purchase directly with any supplier if this procedure is deemed most advantageous to the City.

2.5.3 Bidders in Default to the City. A Department Head should not accept the bid of any supplier who is in default or delinquent in the payment of taxes, licenses, forfeitures, or any other moneys whatsoever due the City.

2.5.4 Selecting Bid. In addition to price, Department Heads may consider the following factors in selecting the acceptable bid:

1. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
4. The quality of performance of previous contracts or services by the bidder.
5. The previous and existing compliance by the bidder with laws and ordinance relating to the contract or service.
6. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
7. The quality, availability and adaptability of the supplies or contractual services to the particular use

- required.
8. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
  9. The number and scope of conditions attached to the bid.

### **SECTION III**

#### **CENTRAL PURCHASING**

3.1 Policy. Many of the items purchased by the City are commonly used by all or several departments. By consolidating the needs of all departments, the City can take advantage of price discounts for large quantity orders of these items. Annual orders are encouraged. Department Heads and all purchasers are strongly encouraged to work together to coordinate purchases of common items between departments.

### **SECTION IV**

#### **PURCHASE RELATED CHARGES AND ALLOWANCES**

4.1 Shipping and Freight. It is the policy of the City to avoid paying shipping charges whenever possible. If the City is to pay shipping charges, it must be billed at the time of invoicing. Purchasers, when obtaining price quotations, should inquire into applicable freight charges. Any charges to be paid by the City will be regarded as part of the price quotation when selecting the successful bidder and noted on the purchase requisition. Unless otherwise stated in the RFP/RFQ, all formal bids and proposals shall include freight and delivery charges, if any.

4.2 Sales Tax Exemption. The City is exempt from paying city, county and state sales tax. Purchasers have the responsibility to inform vendors of tax exempt status. Tax exempt forms are available in the City Finance Director's office. Invoices received by the City that include sales tax will be amended by reducing the amount of sales tax prior to payment.

4.3 Vendor Discounts. It is the policy of the City to take advantage of all available vendor discounts. The following considerations should be kept in mind:

1. Cash discounts are offered for prompt payment, usually within ten days of the date of the invoice. Department Heads can aid the City by ensuring that their copy of the purchase order is signed and forwarding invoices to the Finance Director's office promptly for inclusion in accounts payable batches. The Finance Director will notate, "Redeemed Prior to Council" for items released prior to Council.
2. Trade discounts are sometimes offered to municipalities for the purpose of attracting business. In most cases, the City will not be offered a trade discount unless the purchaser asks if one is available. Therefore, it is essential that Purchasers ask if trade discounts are available when obtaining price quotations.

### **SECTION V**

#### **COOPERATIVE PURCHASING**

5.1 Policy. Cooperative purchasing between the City and the State of Wisconsin or between the City and other local governments can result in significant savings on the purchase price of many items. The Finance Director shall have the authority to analyze the desirability of cooperative purchasing arrangements and to make recommendations to the City Administrator. The City Council encourages cooperative purchasing but maintains the right to reject any or all such agreements. It is the policy of the City to enter into cooperative purchasing agreements when:

1. Substantial savings will result;
2. Quality, availability, or service will not be sacrificed;
3. The City will be separately billed for its purchases;
4. Ordered items will be delivered directly to the City (unless otherwise agreed to).

## **SECTION VI**

### **CHARGE CARDS**

6.1 Policy. During the course of everyday business, situations arise that call for the use of a charge card. Some examples of these situations might be making flight reservations, booking a hotel in connection with a conference, purchasing government publications on-line, etc. A charge card is not meant to interfere with any of the other policies and/or procedures currently in place in terms of purchasing needed items and/or services for the City. Its use is meant to enhance or augment the City's ability to make purchases in the most efficient manner possible. Purchase orders and competitive pricing practices are still required for items purchased on a charge card if above \$1,000 dollars.

6.2 Use of Card. The charge card shall be used where necessary purchases: (1) cannot be billed or invoiced to the City and (2) can only be made by a charge card by policy of the vendor. For example: on-line booking of air travel or seminar registration. It is suggested to routinely ask if the company would bill the City as this would be the preferred method of payment.

6.2.1 Examples of when the charge card **MAY** be used:

1. Lodging (*registering in advance and paying upon departure*).
2. Some transportation: Flights, car rentals, trains, inter-city buses (*see below for exceptions when card cannot be used in this category*).
3. Registration fees for conferences and seminars.
4. Costs associated with business-related training.
5. Online purchases for items such as government or business-related literature.
6. Meal costs (*including the standard 15% tip*) as follows:
  - a. Costs must follow the standards established in the City's Travel Guidelines/ Expense Reimbursement Policy.
  - b. Group meetings where the City is paying (must receive prior approval of the City Administrator whose approval means that it is appropriate for the City to pay the expense).
  - c. The City will allow tips up to 15% of the bill to be applied to the charge card. If a tip is made that is in excess of 15%, the overage should be left by the employee in cash and will not be recoverable from the City as a valid expense.
  - d. Employees do not need to obtain tax exemption for individual meals or groups up to three (3) people. Groups over three should try to obtain the tax exempt status. (See Tax Exemption section of this policy below.)

6.2.2 Examples of when the charge card **MAY NOT** be used:

1. Taxi fares, intra-city bus lines.
2. Tips, except when it is part of an approved meal cost.
3. Personal purchases of any kind.
4. Cash advances.

6.3 Employee Access to Credit Card. Department Heads are responsible for determining the individual(s) in

their organization who will have a charge card. **Employees may not make purchases without the prior knowledge of the Department Head.** Approved employees will be required to sign an agreement that:

1. Acknowledges that they understand the purpose of the use of credit cards,
2. Certifies that they have read and understand the City's Purchasing Policy,
3. Confirms that improper use of the card may result in disciplinary action up to and including termination of employment; and
4. Guarantees return of the card to the Department Head for reasons such as, but not limited to:
  - a. Change in duties,
  - b. Retirement,
  - c. Termination of employment,
  - d. Improper use, or
  - e. Any other sound reason determined by the Department Head or City Administrator.

6.4 Tax Exemption. Purchases made on credit cards are still eligible for tax exemption. The City, as a government office, is exempt from paying tax on purchases. Those who will be issued cards will be given the tax exemption number. Certificates are available by contacting the Finance Department. The Purchaser is responsible to provide the vendor proof of the City's tax exempt status at the time the charge is incurred.

6.5 Automatic Payroll Deduction. If a meal (plus tip) purchase exceeds that which is allowed by the City's Travel Guidelines/Expense Reimbursement Policy, located in the Employee Handbook,, or if an unauthorized charge occurs, or if a good faith attempt to receive a tax exemption is not made, the employee must immediately reimburse the difference between what is allowed and the dollar amount being charged to the Finance Department. If the employee does not submit the difference to the Finance Department, that lack of action acts as the employee's permission for an automatic payroll deduction for the unauthorized charges or the amount in excess of what is allowed to be taken from the employees next payroll check.

6.6 Documentation. As with any purchases made for the City, paperwork is required. To ensure that our Finance Department can make payment of the charge card debt in a timely manner, it will be necessary for the following rules to be followed:

1. Employees who use a City charge card shall, as soon as possible after making a purchase, submit supporting documentation to the Department Head. Supporting documentation may include:
  - a. The vendor's detailed sales receipt;
  - b. Itineraries;
  - c. Rental agreements;
  - d. Completed registration flyers,
  - e. Renewal notification letters,
  - f. Order confirmations.
2. Documentation must include the name of the vendor providing the goods or services, the date (and time for meal reimbursements), the employee(s) involved, the goods and services received, the amount, and the business purpose.
3. All sales documentation needs to be clearly marked as a charge card purchase with the department/card number indicated and the name of the employee who made the purchase.
4. Department Heads will approve the purchase that was made by placing an account code and signing the submitted documentation as they would with any other request for payment. Include the purchase order number on the invoice.
5. Department Heads or designee must enter the documentation information into the City's financial software.

7. The charge card statement will be mailed directly to the Finance Department. All sales slips should be in the Accounts Payable Department by the time the statement gets here. Accounts Payable will match up the slips to the statement. Statements will only be distributed when information is missing. We are required by the charge card vendor to make an electronic payment within 14 days of the statement date so we do not have time to search for information.
8. Charge card purchases will have to be paid before Council can approve them. We will include the vouchers in the Council batch following the end of the month when we process our batch of all electronic payments made for the month. Based on the vendor's statement date of the 25<sup>th</sup>, it will miss the cycle at the end of the current month and would have to wait another month. These vouchers would then be 7 to 11 days past the purchase date by the time the Council sees them.
9. Upon leaving employment, or when an employee no longer needs to have the charge card, the Department Head will be responsible for retrieving it. The Finance Director or his/her designee will maintain a list of employees to whom cards have been issued. Department Heads therefore must inform the Finance office when it is necessary to either reassign a card or to remove the employee's name from the list of those who are holding a City charge card.

6.7. Loss of Privilege. If an employee exhibits non-compliance with these procedures, discipline for non-compliance may occur, up to and including the loss of privilege to use the charge card or termination. A Department Head has the right to establish additional restrictions on City charge card use within his/her respective department.

## **SECTION VII**

### **FLEET FUEL CHARGE CARDS**

7.1. Department use of Card. All fuel for City owned vehicles and equipment will be purchased using a fleet charge card. The following department's vehicles have been issued a fleet card for each City owned vehicle or equipment:

- |                          |                    |
|--------------------------|--------------------|
| ○ Fire Department        | ○ Administration   |
| ○ Police Department      | ○ Water Department |
| ○ Engineering Department | ○ Sewer Department |
| ○ Building Inspector     |                    |

The following departments have employees that have been selected to receive fleet charge cards in their name on behalf of the City:

- Department of Public Works
- Parks Department

7.2. Department Head Responsibilities. The respective Department Head will be responsible for reporting and managing authorized users for their department to the Finance Director.

7.3. Employee's Use of Fleet Charge Card. The Department Heads are responsible for determining the individual(s) in their organization who will have a fleet charge card. All users will be issued a Personal Pin # and will be required to enter the pin at the pump (or at the cashier) to authorize the fuel purchase. All purchases can and will be tracked by the department, vehicle and user. The Department Head has the right to establish additional restrictions on City fleet charge card use within his/her respective department. Those individuals will be required to sign an agreement that:

1. Acknowledges that they understand the purpose of the program;
2. Certifies that they have read and understand this Fleet Charge Card Policy Section of the City's Purchasing Policy.
3. Confirms that improper use of the card may result in disciplinary action up to and including

termination of employment; and

4. Guarantees return of the card to the Finance Director for reasons such as, but not limited to:
  - a. Change in duties,
  - b. Retirement,
  - c. Termination of employment,
  - d. Improper use, or
  - e. Any other sound reason determined by the Department Head or City Administrator.

7.4 Automatic Payroll Deduction. If an unauthorized charge occurs, the employee must immediately reimburse the dollar amount being charged to the Finance Department. If the employee does not submit payment to the Finance Department, that lack of action acts as the employee's permission for an automatic payroll deduction for the unauthorized charges or the amount in excess of what is allowed to be taken from the employees next payroll check.

7.5 Documentation - As with any purchases made for the City, paperwork is required. To ensure that our Finance Department can make payment of the charge card debt in a timely manner, it will be necessary for the following rules to be followed:

1. Employees who use a City fleet charge card shall, as soon as possible after making a purchase, submit supporting documentation to the Department Head. Supporting documentation may include:
  - a. The vendor's detailed sales receipt.
  - b. Documentation must include the name of the vendor providing the goods, the employee(s) involved, vehicle or equipment the fuel is for, the amount, and the date.
2. All sales documentation needs to be clearly marked as a charge card purchase with the department/card number indicated and the name of the employee who made the purchase.
3. Department Heads will receive the fleet card statement at the end of each billing cycle, and approve the purchases made by writing the proper account code and signing the statement. The Department Head will be required to attach the supporting documentation to each statement.
4. Department Heads or designee must enter the documentation information into the City's financial software.
4. Department Heads or designee will promptly place the approved charges in the Accounts Payable basket in the Finance Department.
5. Upon leaving employment or there is no longer a need for an individual to have a fleet charge card, the Department Head will be responsible for retrieving the card. The Finance Director or designee will maintain a list of employees to whom cards have been issued. Department Heads therefore must inform the Finance Department when it is necessary to either reassign a card or to remove the employee's name from the list of those who are holding a fleet charge card.

7.6 Loss of Privilege. If an employee exhibits non-compliance with these procedures, discipline for non-compliance may occur, up to and including the loss of privilege to use the charge card or termination. A Department Head has the right to establish additional restrictions on City charge card use within his/her respective department.

## **SECTION VIII**

### **SALE OF SURPLUS PROPERTY**

8.1. Tangible Property. City property is declared "surplus" when it is no longer necessary, practical or economical to be retained by the City. Department Heads are responsible for identifying surplus furniture, equipment, supplies, etc., in their departments. The City Administrator or designee is responsible for the sale or

disposal of all surplus property. The City Administrator or designee shall determine the best method for sale or disposal of the surplus property. Such methods shall include internet postings on well-known sites such as eBay or Craigslist, public bid, public auction or private sale.

8.2 Police Unclaimed Property. In accordance with Wisconsin State Law, the Baraboo Police Department sells at public auction all lost, abandoned, unclaimed, forfeited or stolen property remaining in the possession of the Police Department for a period of six months without a lawful claimant, except that unclaimed bicycles may be auctioned after a three-month waiting period. The Police use the services of a public internet auction site.

8.3 Real Estate. Whenever City owned property is proposed for sale, there should be an internal review conducted by the City Administrator and Department Head to determine whether the City may need the parcel in the future and for what purpose. The City Administrator will then prepare a report for Plan Commission for review. The Plan Commission will consider the land sale request, along with the Administrator's Report on the property, and then prepare a recommendation based on zoning or land use of the property. The Plan Commission recommendation will then be submitted to the Finance Committee who shall consider whether an appraisal is necessary, how the property may be disposed of, and then forwards a recommendation on to the City Council for final action. The City Administrator is responsible for carrying out the Council's actions for disposition of the property. Property may be disposed of by public auction, sealed bids, or by a mutual sales agreement.

## **SECTION IX**

### **PURCHASING PARAMETERS**

9.1 Routine Budgeted Purchases. Routine budgeted purchases made by the City of Baraboo may be grouped under the following categories:

1. Purchases under \$1,000 are authorized by a Department Head without further authorization except that purchases shall meet the competitive bidding requirements, as outlined in this Policy, and the item is included in the current budget.
2. Purchases from \$1,000 to \$10,000 dollars shall be approved prior to ordering by the Finance Director but only after the Department Head complies with competitive bidding requirements, forwards a completed purchase order with copies of bids or quotes received to the Finance Director, and the item is included in the current budget.
3. Purchases from \$10,001 to \$50,000 shall be approved prior to ordering by the City Administrator, but only after the Department Head complies with competitive bidding requirements, forwards a completed purchase order with copies of bids or quotes received to the Finance Director, and the item is included in the current budget.
4. Purchases over \$50,000 shall be approved prior to ordering by the City Finance/Personnel Committee, but only after the Department Head complies with competitive bidding requirements, forwards a completed purchase order with copies of bids or quotes received to the City Finance Director, and the item is included in the current budget.

9.2. Construction and Public Works Contracts. Construction and public works contracts must be advertised and bid according to state law.

9.3 Department Head Responsibilities. Except for labor, Department Heads shall request transfers of budgeted funds in the General Fund within each function code as part of their purchase order requisition in the "Notes" section. Department Heads are required to monitor total spending for each of their function budgets and not exceed the total budgeted amount for each function. The total budget for each function will be considered the spending parameter for legal notice purposes. These transfers are approved or denied as part of the purchase

order processing according to the thresholds set in this policy for the Finance Director and/or the City Administrator.

9.4 Unbudgeted or Under-Budgeted Purchases. The Common Council, by way of a recommendation from the City's Finance/Personnel Committee, must approve all non-budgeted purchases prior to purchasing. The Department Head must still comply with competitive bidding requirements and forward a completed purchase order with copies of bids or quotes received to the City Finance Director.

9.5 Purchase Orders.

1. A Purchase Order is required before a purchase is made to obtain goods and services for the following:
  - a. Operating supplies
  - b. Office supplies
  - c. Clothing acquisitions
  - d. Small tools and minor equipment
  - e. Maintenance and repair supplies
  - f. Equipment Rentals (requests shall state approximate hours and rental cost per hour)
  - g. Printing
  - h. Office furniture or equipment
  - i. Capital Outlay Items
  - j. Services not covered by a contract
2. A Purchase Order is not required for the following purchases:
  - a. Professional contracted service such as legal, architectural, engineering, auditing, maintenance contracts and janitorial contracts, if the contract has been approved by the Council.
  - b. Utility expenditures such as electricity, natural gas, cable TV and telephone service.
  - c. Payroll and related expenses such as employee hospitalization, insurance payments, pension payments and mandatory state and federal employee withholding.
  - d. Routine expenditures such as insurance premiums, and bond payments that have received prior Council approval and authorization.
  - e. Reimbursement to citizens for a canceled recreation program.
  - f. Employee reimbursement for miscellaneous out-of-pocket expenses.

9.6 Purchasing Procedure. The following is the standard procedure to be used for all purchasing categories after proper authorization is secured. Also see Appendix C – General Purchasing Workflow for Departments.

1. The Department Head or designee shall follow procedures listed in this policy and the Baraboo Municipal Code for all purchases.
2. The Department Head or designee will complete a requisition using the Purchase Order module associated with the City's accounting software.
3. Request must include required competitive bidding obtained, including quotes or bids received, and budget amendments or transfer requests to ensure that the purchase will not exceed the approved budget.
4. The Finance Director will return a response to the Department of purchase who shall include the PO number on the invoice and packing slip.
5. When the material or service has been received and accepted, the Department Head will write the PO on applicable invoices and packing slips to the Finance department for

processing. Invoices shall indicate approval for payment by the Department Head whose budget accounts will be affected by the payment. If partial shipments are received, the Department will submit applicable invoices marked in the same manner previously described to the Finance Department in order to make timely payments.

6. The Finance Department will review the invoices awaiting payment for accuracy, discounts available, erroneous sales tax charges and may make changes if errors are found.
7. All financial obligations, after administrative review, shall be submitted to the Council for approval at the regular meetings of the Council. The City Administrator is authorized to deviate from this point when it is in the best interests of the City to take advantage of discounts offered by suppliers or contractors, which if not pursued, would result in additional costs to the municipality. Said payments shall be listed for Council approval also, but the checks may be released early if the in the best interest of the City.

## **SECTION X**

### **PROCEDURES FOR CONTRACTED SERVICES AND OTHER CONTRACTED PURCHASES**

10.1 Contracts Defined. For purposes of this policy, “contracts” are defined as any document:

1. Requiring signature of statutory officers of the City.
2. Expressly waiving liability of the vendor.
3. Expressing a scope of service to be performed by the vendor.
4. Placing conditions (other than payment) upon the City.
5. Contracts also include lease agreements and memorandum of understandings (MOU’s).

10.2 Competitive Bidding. Department Heads must follow all competitive bidding requirements for procuring contracted services or purchases. However, a purchase order is not needed in these instances.

10.3 Signatories. The signatories for the City are the Finance Director, Mayor and the City Administrator, each of whom are authorized to execute the contracts without additional Council action; two of the three persons must sign each contract. Department Heads do not have legal standing to enter into contracts on behalf of the City unless expressly authorized to do so by the City Council.

The City Administrator shall have authority to sign contracts to purchase vehicles or equipment without an additional signatory provided they are included in the annual budget and meet the guidelines of the purchasing policy.

10.4 Contract Review. All contracts must be reviewed by the City Attorney as to form prior to the execution of the contract. Department Heads should submit contracts to the City Attorney as soon as possible for timely review – ideally at least one business week prior to the execution date. All questions about whether a document is a contract should be directed to the City Attorney prior to execution of the document.

## **SECTION XI**

### **EMERGENCY PURCHASES**

11.1 Policy. Emergency purchasing procedures should only be used when normal purchasing channels are not feasible. Emergency purchases may be made:

1. When there is a need for immediate delivery of items.
2. To prevent delays in work or construction schedules.

3. When there is an immediate threat to employees, public health or safety, or
4. To meet emergencies rising from unforeseen causes.
5. When there is an emergency declaration.

11.2 Emergency Purchases over \$1,000. For emergency purchases over \$1,000, the Department Head shall take the following steps:

1. Notify the City Administrator of the emergency and receive a waiver of the provisions of the purchasing policy.
2. Complete a purchase requisition after the fact and document emergency status in the “Notes” section.

## **SECTION XII**

### **GRANTS AS A REVENUE SOURCE**

12.1 Policy. Prior approval from the Finance/Personnel Committee is required when the grant requires a City matching contribution. Approval must be granted prior to the submission of the grant application. City matching contributions are defined to include any monetary contribution, change in service or staffing.

## **SECTION XIII**

### **DONATION POLICY**

13.1 Policy. The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City and to ensure compliance with applicable laws and accounting procedures. This policy supersedes other departmental policies regarding these issues. This policy provides guidance when individuals, community groups, and businesses wish to make donations to the City. This policy also establishes the standards for City employees and City officials regarding the acceptance of gifts and fundraising activities during the performance of City business.

13.2 Types of Donations. Donations may be offered in the form of cash, real or personal property. Designated donations are those donations that the donor specifies for a City department, location, or purpose. Undesignated donations are those donations that are given to the City for an unspecified use. Designated donations may only be accepted when they have a purpose consistent with the City’s goals and objectives and are in the best interest of the City of Baraboo.

13.3 Acceptance of Donations. Based on the value of the donation offered as outlined below, appropriate City staff shall review every donation and determine if the benefits to be derived warrant acceptance of the donation. The following points list the threshold amounts for donation acceptance.

1. Offers of donations of cash or items valued at \$5,000 or below shall be considered for acceptance the Department Head.
2. Offers of donations of cash or items valued more than \$5,000 and up to \$50,000 shall be considered for acceptance the City Administrator. All donations over \$10,000 shall be reported to the City Council as informational.
3. Offers of donations of cash or items valued more than \$50,000 shall be considered for acceptance by the City Council. Conations valued at more than \$50,000 require acceptance through a written agreement consistent with these guidelines and approved by the City Council.

13.4 Acceptance of Designated Donations. Prior to acceptance of designated donations, appropriate City staff will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for the evaluation include but are not limited to:

1. Consideration of an immediate or initial expenditure required in order to accept the donation;
2. The potential and extent of the City's obligation to maintain, match, or supplement the donation; and
3. The need for the property, including where and what type of property it is.

13.5 Fundraising. Solicitation of voluntary contributions shall not violate the Code of Ethics for local officials under Wisconsin Statutes and City of Baraboo Code of Ordinances. In addition, no solicitation shall state or imply that a donation will influence or affect how the party is treated by City officer and employees.

1. All fundraising and solicitation efforts shall be consistent with the missions, goals, and mandates of the City. Solicitation for business, commercial, or personal reasons by City employees not directly related to City operations is prohibited. All donated funds or property become public property upon acceptance and shall be used or expended for public purposes.
2. All significant fundraising and solicitation efforts, as reasonably defined by the City Administrator, which support City programs and projects shall be authorized by the City Council after prior review and recommendation by the appropriate oversight Committee, Commission or Board. Council authorization may include continuing authorization or authorization for a one-time only project.

13.6 Accounting. Following donation acceptance, the Department shall obtain written approval of Finance Director or delegate regarding procedures to account for the donation. Said approval shall include proper accounting protocols for fundraising revenues and expenditures to be coordinated through the office of the Finance Director. No Department shall be allowed to maintain a checking or savings account for fundraising activities that is separate from the City accounting system. The Finance Director shall also be responsible for ensuring donated property is properly insured upon acceptance of said property.

13.7 Status of Donated Property. All donated property given to the City of Baraboo becomes the property of the City to oversee, maintain, and manage and may be used in the complete discretion of the City, unless the parameters of the donation specifically require otherwise. The City will decide when changes shall be made to any facility or materials, with no guarantee of donated items being retained. If personal property becomes obsolete, the City will attempt, if possible, to find another use for the property. The City is not required to maintain the property beyond its useful life. The City does not guarantee future funding for repair, maintenance, use or replacement of donated items.

13.8 Library Donations. All donations to the library are governed by its Gift Policy adopted November 19, 2013, and as amended.

#### **SECTION XIV** **MISCELLANEOUS CONSIDERATIONS**

14.1 Encumbrances and Financial Recordkeeping. Encumbrances are commitments related to purchase orders or contracts that have been issued, but for which no goods or services have yet been received. Encumbrances are recorded as they occur for budgetary control purposes.

The issuance of a purchase order or the signing of a contract creates an encumbrance of the amount required to be paid during the current year. This amount is no longer available for obligation or expenditure, unless the purchase order or contract is canceled. Encumbrance records shall be maintained by the City Finance Director.

14.2 Non-Budgeted Items. Purchases that have not been provided for in the current budget will require Council approval through budget transfers or amendments. The Department Head shall notify the City Finance Director and provide written documentation regarding the expenditure. This information will be provided to the Finance Committee for a recommendation to Council concerning purchase approval and necessary budgetary transfers or amendments.

14.3 Insurance Claim and Settlement Proceeds. Purchases resulting from an accident or loss covered by the City's insurance policy or legal settlement will be treated as non-budgeted items. Although money will be received from the claim or settlement, this is deposited into an "Insurance Proceeds" revenue account. Purchases will be expended from the appropriate capital outlay or maintenance account, hence necessitating a budget amendment.

14.4 Property Room Surplus. Police Department property room surplus items shall be disposed of at the discretion of the Police Chief or designee and pursuant to State Statute. Any proceeds from the sale of said items shall be entered into the Police Property Surplus budget.

14.5 Local Merchants. The City will give utmost consideration to local merchants taking price and service into account.

14.6 Conflict Of Interest. Employees of the municipality are regulated by §946.13, Wis. Stat., and §1.77, City Code, concerning conflicts of interest. The statutory amount that an employee can earn directly or indirectly per 12-month period from the City for doing contracted work for the City is \$15,000.00. For lesser amounts, it shall be unethical for any City employee to participate directly or indirectly in a purchase or contract when the City employee or any member of the employee's immediate family has a financial interest pertaining to the contract or purchase unless the contract has been competitively bid or the service is highly specialized and only one supplier is available, and the employee has followed the procedure set forth in §1.77, City Code,.

14.7 New Vendors. New vendors must be approved and created by the Finance Department prior to the purchase being initiated to satisfy internal control procedures. The Purchase Order Software will not complete the requisition process until the vendor has been created. To facilitate approval, complete the New Vendor Request Form and submit it to the Finance Department.

Here is where  
you attach  
back up.

PO Number  
automatically  
generated

This should populate when you select a vendor.

If you are using a single vendor for multiple purchases, use blanket PO

This amount must agree with the Extended Price below.



Description	Quantity	Unit Price	Extended Price	Total
Boughten paper	100	\$1.88	\$1.88	\$1.88

## **PURCHASING WORKFLOW FOR CITY DEPARTMENTS**

City departments may use this as a general guide for purchases, but this is intended to be a summary only and does not supersede the material contained in the Purchasing Policy!

### **PURCHASE UNDER \$1,000**

1. Department verifies purchase is within budget or obtains approval from Council via Finance/Personnel Committee.
2. Department should competitively bid, but not required.
3. Department determines if purchase will require a contract.
  - If YES:
    - a. Submit vendor's contract to City Attorney for review or contact City Attorney for contract drafting.
    - b. Contract is signed by Finance Director, City Administrator or Mayor (2 of 3) AFTER the vendor has signed.
    - c. Original copy of contract goes to City Clerk for filing in the Vault.
  - If NO:
    - a. Department places order.
    - b. Invoice must be entered into *MiViewPoint* and original placed in basket in Finance Dept.

### **PURCHASE BETWEEN \$1,000 - \$10,000**

1. Department verifies purchase is within budget or obtains approval from Council via Finance/Personnel Committee.
2. Department competitively bids for the purchase pursuant to Purchasing Policy.
3. Department completes purchase order requisition and submits copies of bids/quotes to Finance Department (*done in MiViewPoint*).
4. Finance Director approves purchase order requisition.
4. Department determines if purchase will require a contract.
  - If YES:
    - a. Submit vendor's contract to City Attorney for review or contact City Attorney for contract drafting.
    - b. Contract is signed by Finance Director, City Administrator or Mayor (2 of 3) AFTER the vendor has signed.
    - c. Original copy of contract goes to City Clerk for filing in the Vault.
  - If NO:
    - a. Department places order.
    - b. Invoice must be entered into *MiViewPoint* and original placed in basket in Finance Dept.

### **PURCHASE BETWEEN \$10,001 - \$50,000**

1. Department verifies purchase is within budget or obtains approval from Council via Finance/Personnel Committee.
2. Department competitively bids for the purchase pursuant to Purchasing Policy.
3. Department completes purchase order requisition and submits copies of bids/quotes to Finance Department (*done in MiViewPoint*).
4. Finance Director approves purchase order requisition.

5. City Administrator approves purchase order requisition.
- 6.. Department determines if purchase will require a contract.
  - If YES:
    - a. Submit vendor's contract to City Attorney for review or contact City Attorney for contract drafting.
    - b. Contract is signed by Finance Director, City Administrator or Mayor (2 of 3) AFTER the vendor has signed.
    - c. Original copy of contract goes to City Clerk for filing in the Vault.
  - If NO:
    - a. Department places order.
    - b. When Department receives bill/invoice, this must entered into *MiViewPoint*

<b>PURCHASE \$50,001+</b>
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1. Department verifies purchase is within budget or obtains approval from Council via Finance/Personnel Committee.
2. Department competitively bids for the purchase pursuant to Purchasing Policy.
3. Department completes purchase order requisition and submits copies of bids/quotes to Finance Department (*done in MiViewPoint*).
4. Finance Director approves purchase order requisition.
5. City Administrator approves purchase order requisition.
6. Purchase Order requisition requires approval from Common Council ONLY IF the item was not previously approved by Council.
7. Department determines if purchase will require a contract.
  - If YES:
    - a. Submit vendor's contract to City Attorney for review or contact City Attorney for contract drafting.
    - b. Contract is signed by Finance Director, City Administrator or Mayor (2 of 3) AFTER the vendor has signed.
    - c. Original copy of contract goes to City Clerk for filing in the Vault.
  - If NO:
    - a. Department places order.
    - b. Invoice must be entered into *MiViewPoint* and original placed in basket in Finance Dept.